



**Sustainability Board
April 23, 2024 – 6:00 PM**

Please join in-person or from computer, tablet, smart phone.

<https://meet.goto.com/405842165>

You can also dial in using your phone: +1 (872) 240-3311 Access Code/Meeting ID: 405-842-165

Meeting location: Edgewater Civic Center, 1800 Harlan St.
City Council Chambers

<ul style="list-style-type: none"> Meeting Called to Order 			
<ul style="list-style-type: none"> Roll Call 			
Board Members:	Present	Absent	
	X		Xerxes Steirer (Chair)
	X		Courtney LaBrie (Vice Chair and Energy Lead)
		X	Scott Meyers (Secretary)
	X		Jeanette Pap (Waste & Materials Lead)
	X		Andy Vieth (Land & Water Lead)
	X		Jaclyn Poliseo (Social Vibrancy Lead)
City Council Liaison:	X		Lilly Steirer
City Staff Liaison:	X		Shaima Shahbaz
<ul style="list-style-type: none"> Approval of Agenda 			
<ul style="list-style-type: none"> Land Acknowledgement 			
<ul style="list-style-type: none"> Staff Comments and Updates 			
<p>Urban Forest Master Plan Presentation by Davey Resources Group / Board impression and discussion on public feedback of draft</p> <p><u>Intro: Sam Heywood (Davey):</u></p> <ul style="list-style-type: none"> Placeholder pictures still in Report Prioritize planting can happen in many ways – a few options listed in plan, we can decide No apples to apples comparison of 2011 vs 2017 analyses for tree canopy <p><u>Recommendation A</u></p> <ul style="list-style-type: none"> Increase transparency, public awareness <ul style="list-style-type: none"> In progress – brochure ready to go out: how to plant trees, care for trees and who is responsible Educate community in effective planning and care Revise Healthy Tree Canopy Program Lilly – confusion about residents knowing that they are responsible. Need to know responsibilities were existing, not new to this plan. Call out appropriate ordinance. Jeanette – “refreshing the community on this” – help you learn how to best care for your trees. Public awareness. Community/family. 			

Recommendation B

- Acknowledge WELC updates
 - Continue momentum to protect trees on public land
- Program to proactively enforce public tree maintenance
 - Already an ordinance, how to make people aware it is their responsibility?
- Establish replacement requirements for removal of public street trees
- Improve consistence and coordination of private tree care company business license requirements
- Jeanette – do people know what is a public vs private tree?
 - Public tree inventory should be hosted publicly?
 - ROW is boundary
- Contact people after tree inventory is complete
- Feedback loop to citizens, from arborist, when things have played out – in understandable bits
- Xerxes – this one is on the city. Rec A is more about community engagement.
- Jackie – how to get this information into the hands of the right people. Multi-channel? Bigger communication plan? Not a problem isolated to this plan – overall community engagement issue.
- Andy – do we define what an action item is, how does it function toward implementation of this document. Not in code yet, people can still be involved as new code/policy is developed.
- Davey – interest will grow as communication increases. Will get more people engaged
- SOPs - Process to improve comms, collaboration among city staff
- Identify Key staff
- Explore incentive programs
- BMP - Know what it means, outside expertise needed
- Ensure urban Forest considered with all future capital infrastructure projects
- Jeannette – will we be coordinating so people know who does what?
 - Identify key staff action item.
 - Are there motivated people on staff ready to implement action items?
 - Jocelyn: SB will recommend on final draft (future meeting), plan goes to CC, they make final adoption of UFMP. Once adopted, this is work plan for all city staff. Depts develop implementation plans based on est timeline, which dept involved etc. Train Staff? Community engagement?
 - Xerxes: Capital infrastructure: does this need new policy? Jocelyn: SOPs will help. New policy direction if needed.
- Lilly: Considered in capital projects: spelled out a lot better. Replaced trees are small when replaced in capital projects. Details time for replacement, what replacement value looks like (eg: size/diameter, species) – all needs to be better defined. This one should be fleshed out more. Andy agrees.
 - Sam: these are shorted due to space in this presentation. Some more detail in full plan.
 - Lilly: this item lacks strength to get to ordinance. “Considered” is too contemplative – eg: no trees currently, so no need to consider future trees. Stronger in stating that trees need to be part of all plans, rather than just “considered.” Ensure it is “supported”?
- Andy: incentives. Neglects current system for current property owners. Making sure we are providing for existing, not just new property/projects. Somewhat addressed in A (Build/fund Healthy canopy program).
 - Dana: Change in ordinance is an outcome, not necessarily within this plan. Not usually in plan.
 - Jocelyn: council develops policy, staff implements.
 - Dana: canopy is big trees, need to plant little trees and care for big trees.
 - Andy: should we explore incentives for private trees, too? Many of our large trees are on private property.
 - Xerxes: need more actionable items than “explore” incentive programs. Review, explore and revitalize (more actionable)

Recommendation C

- Educate staff
- Mirror improvements to ordinance and procedures
 - Consultants, staff? Enforce.
- Train staff on rules
 - Enhances public education
- Support staff in training opportunities in urban forestry training
- Jocelyn: should things be both “short term and ongoing” – training shouldn’t be one and done
- Xerxes: should there be a full-time staff member? In-house expertise. Would you make that recommendation
 - Sam: be careful about saying adding more staff. Procedures and goals should drive staff decisions. This does demand attention, though.
 - Dana: difference between arborist and urban forester. Cares for trees vs managing forest. Individual vs whole community of trees.
- Do other cities have forestry – yes, Denver, Wheat Ridge and Lakewood do. Larger communities do, smaller not as much.

Recommendation D

- Regularly update UTC assessment (schedule)
 - Next in 2027. Maybe earlier pending available data
- Utilize UTC to develop overall canopy goal
 - Canopy goals should be based on science - can’t plant where you can’t plant
- Conduct tree inventory
 - Managed by certified professionals to ensure accuracy – size, health maintenance needs (Denver has, WR has)
- Develop management plan based on inventory data
 - Plan for trees, work plans, address priorities – more granular than Master Plan
 - Who needs to approve trees
 - Identifies budget and funding needed – who to partner, who staff
 - Identifies gaps
 - Disaster storm/response
- Strategy to assess budget needs
- Site analysis for public planning efforts
- Xerxes: we have data on tree loss – use that as motivator to get people to engage. Address up front
 - Sam: 2013 – conducted by state. Wasn’t the same methodology/scope as 2020 – harder to compare.
 - Xerxes: we know we’ve lost trees. Why isn’t this mentioned at the beginning. Key motivator is to grow canopy. Connect to vision – should be where we want to go, not where we are. Vision and motivation needs to push people to plant more trees. Lost more than 1/3 of canopy.
 - Sam: Need to lean more into theme of canopy loss. More forward-looking tone to vision statement. Doesn’t have to be numbers.
 - Lilly: studies aren’t good matches for each other?
 - Dana: Good studies, but numbers should be taken with caution (state/federal) – old, not good data. Lost 30 acres on trees (6 acres/yr) – 1800 trees lost during period. Seems like too much – didn’t feel like this was good science/comparison. Communities now are trying to run same process for each study. Not done badly per se, but it is out of date and done differently.
 - Sam: expand on previous canopy studies – used what was provided. Highlight as part of the plan – center around methodology (eg: were shrubs included). Studies are analyzing pixels – how was this determined. AS methodologies change, comparisons are harder.

- Xerxes: should we include recommendation on methodology? So we don't do this again?
- Benchmarks – in ops review. See where performance levels should be – use those. Use tree canopy, UTC studies? This is the “where should we be” Can this help with engagement – know we are hitting goals, what are they, how can I be a part of a winning team.

Recommendation E

- Identifying area for planting and number to plant per year
- Educate residents on species that are tolerant and thrive
 - Right tree right place right time
 - Est tree planting permit
 - Ensure planning recommendations work in existing docs
 - Explore ways to increase canopy on private property
 - Lilly: funding lens – we are on the underfunded side. Are there areas for grants?
 - Dana: IRA money coming out next Fri. Underserved communities. We fit. Talk to staff.
- Xerxes: Develop overall canopy goal. Driver of everything. Needs a number? Eg: set a goal to grow canopy to 2011 levels.

Recommendation F

- Coordinate with bordering stakeholders
 - Large and small communities
- Share services and equipment with neighboring communities
- Utilize county, state, national resources
 - Toolkits

Final Impressions:

Jeannette

- Impervious – concrete, buildings, hard surfaces
- WELC – water efficiency landscape code

Courtney

- Funding resources, opportunities for citizens caring for current trees

Jackie

- Annual report, outcomes reported to residents to encourage continued involvement – how close are we to our goals?

Andy

- Great document. Clear. Appendices are helpful. Excited to see the future.
- Pg 42: Table 5 – Funding is going down for Healthy canopy. Math issue? Or are we losing funding? Staff to look into.

Thea

- No background. Found it overwhelming. Need to pare down, with concise wording to make more accessible – help with education.
- Needs sense of urgency. Compact action plan.
- What are financials involved in enforcement? Vs rewarding for planting? Carrot vs Stick.

Xerxes

- Approachability – this was written for staff to implement, not necessarily for citizens. Need version for public facing.
- Executive Summary – should be for decision maker to get the gist and decide. Shouldn't read like an intro, should summarize key findings and action items. Needs to motivate.
- Tree Advisory Committee – is there a recommendation for how this cttee might go about growing urban forest canopy and awareness of it?

- Committees are all over the map. Go with the culture of the community. As things grow and happen, need to find niche. All kinds of roles.

Lilly

- Sustainability Board Tree funding went to branch/storm clean-up? Jocelyn agrees, staff to dive in
- Pg 66: Typo? HOW do we get there!

Final UFMP Timeline:

- Few days left for more written comments – send to Shaima. (April 26)
- May 17 – final plan
- May 28 – Sustainability Board Meeting – recommendation to Council.
- June 4 – Council Adoption.

Sustainability Board participation in the tree planting originally scheduled for May 11th

- Rescheduled for “Grand Opening Day” on June 15th at Citizen’s Park
- Plant Tree June 15 instead of May 11
 - Bill Cassel’s retirement – 1 tree to commemorate it
 - Jennifer Schartz’s late mother – 1 tree to memorialize her
 - Start of Youth baseball season and opening of Citizen’s Park
 - Details forthcoming – also council retreat day
 - How does Board Participate:
 - Get people to attend
 - As many as possible will be present
 - 12pm tree planting?

City Cost Recovery Strategy and Seminar Series Fee of \$3

See excerpt of COE’s cost recovery program approach in agenda packet

- Decided by city staff leadership in Fall 2023
- Staff: Pilot for the year, applies to the Sustainability Series. Could restructure so we charge only for seminars where city has to pay for the facilitator
- Jeannette: try things out, see how it goes.
- Lilly: feedback. \$3 isn’t a big amount. They just want to come, creating account to pay was a barrier. Time vs money.
- Andy: concerns about charging. We would only be recouping \$30. Isn’t there a line item for education. Tree plan – educational opportunities to plant trees, requiring to pay for info feels wrong. Goes against small town/community feel. What is our budget? Can Board use those fees to cover (response: it’s all city budget – we’re honoring Council directive).
- Xerxes: charge for workshops as cost recovery model vs purely educational seminar.
- Courtney: want people to be able to show up at the last minute, stay when they want. Don’t want to prevent people from coming.
- Jocelyn: Agree. Staff may not have brought Sustainability Board into conversation. This fee isn’t specific to Sustainability Board. Part of the intention is to prompt staff and boards to seek out sponsorship and other opportunities to cover costs

Sustainability Seminar Series ideas for the second half of 2024, continued (see list below)

- Recently confirmed sessions/facilitators
 - Scraps confirmed for September
 - Attainable Home confirmed for October
 - Groundwork Denver – Rain barrel, month tbd, probably August
 - July and November need seminar confirmation
 - Board Member presence needed to introduce facilitators for May and June

<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ May and June are confirmed: <ul style="list-style-type: none"> • Jeannette: May 16 • June 20: Courtney ○ Suggestions from March board meeting discussion: <ul style="list-style-type: none"> ▪ Sustainability at Home with Kids ▪ Sustainable Gifting ○ Retreat Date <ul style="list-style-type: none"> ○ Tentatively in August ○ Shaima will send Doodle poll (4-hour windows)
<ul style="list-style-type: none"> • Upcoming Meetings & Events <ul style="list-style-type: none"> ○ Ring-in-the-spring, Saturday, May 11th from 10am-12pm at Citizen’s Park: https://www.edgewaterco.gov/Home/Components/Calendar/Event/1541/67?curm=5&cury=2024 ○ Seminar: Basics of Organic Gardening, May 16th from 5:30-7pm with Denver Urban Gardens ○ Grand Opening Day on Saturday, June 15th
<ul style="list-style-type: none"> • City Council Updates – N/A
<ul style="list-style-type: none"> • Category Updates <ul style="list-style-type: none"> ○ Clean Energy <ul style="list-style-type: none"> ○ Partners in Energy is ready to move forward on the EV Action Plan with us, will resume full capacity ○ Next meeting this Friday, extended time ○ Board community engagement around Sustainability Plan updates – this Fall? <ul style="list-style-type: none"> ▪ Get more community feedback, what’s a priority for the community (eg: solar) ▪ Xerxes – perfect for after retreat. Feedback at an event? ▪ Shaima – We should be cautious of engagement fatigue and not duplicate efforts, align with whatever party is formally assigned to the plan update. ▪ Jocelyn – continue the conversation at the retreat. Many good ideas.
<ul style="list-style-type: none"> ○ Social Vibrancy <ul style="list-style-type: none"> ○ Jaclyn reached out to the Ambassador list of 45 emails ○ Planning to engage and have them support our efforts
<ul style="list-style-type: none"> ○ Land & Water <ul style="list-style-type: none"> ○ Excited for Tree Plan ○ Conversation with community member about Emerald Ash Borer – concerned about being limited to one arborist. How can the discount apply to a larger group? Incentive for other companies to join our list?
<ul style="list-style-type: none"> ○ Waste & Materials <ul style="list-style-type: none"> ○ Republic Waste Services can provide a tour of MRF (municipal recycling facility). Jessie Vazquez – 6-10 attendees. Organizing a tour in June. Free. <ul style="list-style-type: none"> ▪ Coordinate with Shaima ▪ Was eye opening for city staff in the past ○ Sloans Lake Park Foundation <ul style="list-style-type: none"> ▪ Earth Day Event April 28, clean up event. ▪ June 8 – Putt Putt Bar Crawl. Fundraising event. ▪ Jeanette and Scott have been involved ▪ Quarterly meeting tomorrow.
<ul style="list-style-type: none"> • CC4CA Update - N/A
<ul style="list-style-type: none"> • Agenda Setting – May 28, 2024

<ul style="list-style-type: none"> • Final review of UFMP – Board to formally vote to make rec to city council • Sustainability Plan update discussion (keep on agenda so we aren't surprised at retreat) • MRF Roundup
<ul style="list-style-type: none"> • Public Comment – N/A
<ul style="list-style-type: none"> • Final Board Comments – N/A
<ul style="list-style-type: none"> • Adjournment – 8:40pm

2023 Seminars and Attendance

Month	Class	Attendance/Max Allowed
January	Recycling	n/a
March	Sustainable Landscaping 101	42/40
April	Rain Barrel Workshop	20/20
May	Basics of Organic Gardening	37/40
August	Solar Switch Clean Energy Info Session	5/50
September	Fall Perennial Planting + Water Wise Landscaping in Edgewater	30/40
November	Avoiding Food Waste + Composting 101	8/?

2024 Seminar Schedule

Date/Time	Class Title	Facilitator	Contact	Board Member	Attendance/Max Allowed
Feb 29 5:30-7PM	Home Tree Care 101	CSU Extension	Erin Decker	Andy Vieth	9/30
March 7, 5:30-7PM	Indoor Seed Starting	Denver Urban Gardens	Caroline Sprague	Jeannette Pap	10/30
April 11, 5:30-7PM	Heat Pumps: Home Heating and Air Conditioning	COE Sustainability Board	Xerxes Steirer	Xerxes Steirer	
April 18, 5:30-7PM	Powerful Pollinators - <i>Family Activity Class</i>	CSU Extension	Diana Solenberger, Sharon Moore	TBD*	
May 16, 5:30-7PM	Basics of Organic Gardening	Denver Urban Gardens	Caroline Sprague	TBD*	
June 20, 5:30-7PM	Healthy Garden Pests and Disease Management	Denver Urban Gardens	Caroline Sprague	TBD*	
July	TBD**				
August	TBD**				
September	Composting	Scraps	Staff	TBD*	TBD*
October	Home Energy	Attainable Home	Erin Shine	TBD*	TBD*
November	TBD**				

Month: TBD, Facilitator: – Jessica Swindon, Organization: Groundwork (Rain Barrels)

Other Seminar Ideas for 2024

- Sustainability 101 (Bilingual Program w/ Latinas Community Connection Services and/or Collective)
- Intro to Xeriscaping
- Gardening for Kids
- Residential EV Readiness
- Patio Planting Class
- SustainAbility Hard to Recycle Drop Off Event and Class

Specifics on the above ideas for 2024

Class or Event Topic	Contact(s)	Notes
Sustainability 101 (Bilingual Program w/ Latinas Community Connection Services and/or Collective)	Maybe contact Green Latinos for ideas on facilitators who could facilitate a class?	Consider intro to Sustainability class that goes through common behaviors that can improve sustainability. Teach class in Spanish w/ English option in a neutral location (church?)
Intro to Xeriscaping	Caroline Sprague (caroline@dug.org)	Popular last year – could pair nicely w/ new landscape codes outreach, if needed
Rain Barrel Installation Demonstration/Class	Colorado Stormwater Center – Riley Lynch (riley.lynch@colostate.edu) and Jessica Thrasher (jessica.thrasher@colostate.edu)	Popular in 2023. Jessica has great guides on how to host a rain barrel workshop. Consider just providing diverter kits to participants (not barrels) for ease.
Gardening for Kids	Caroline Sprague (caroline@dug.org) or Slow Food Denver/Lilly Steirer (lilly@slowfooddenver.org) info@gothamgreens.com	Gotham Greens will often donate seedlings (basil, lettuce) and extra peat pots in the basement if wanting to do a gardening activity or class for an event.
Residential EV Readiness	Sarah Kaye (skaye@brendlegroup.com) and Drive Clean Colorado (gabriella@drivecleanco.org or julia@drivecleanco.org)	Educate residents on what owning an EV entails; where they can find purchase rebates; pro's and con's of ownership; dispelling myths
Patio Planting Class	Caroline Sprague (caroline@dug.org)	Not currently a class taught by DUG but one that they're working on developing hopefully in 2024. Could have it in Spanish and English and at a neutral location (closer to apartments)
SustainAbility Hard to Recycle Drop Off Event and Class	Rachel Nathan (info@sustainability-recycling.com)	Drop off event for hard to recycle items?

COE Cost Recovery Model and Strategy

Excerpts taken from the Parks and Recreation Department's Financial Policy Updates presentation to City Council in September 2023, which then revised and adopted the measures in in Q4 2023 for implementation in January 2024.

Purpose

- Create organizational resilience and financial stability.
- Implement revenue generation strategies that are fair, equitable, and responsible.
- Utilize consistent subsidy and cost recovery strategies across City departments.

History

- 2010: First implemented by Edgewater Parks & Rec Department as *Fee Structure Guidelines*.
- 2011-21: Used to guide fee structure for programs, rentals and contract instruction parameters
- 2022-Present: Staff education on changes in best practices around pricing, cost recovery and subsidy, and revision of *Fee Structure Guidelines* to encompass all *Parks & Rec Financial Policies*

Service Category:

- Education and Enrichment

Impact

- Keep up with increased costs and demand for services without placing strain on the overall City budget
- Encourages staff to be creative in funding streams

- Expanding sponsorship opportunities
- Engaging in partnerships

Needs Based Assistance

- Updates the SMILES program to [CREATE](#)
- Makes financial assistance available to all Edgewater community members.
- Annual discount based on HUD research, 25-50-75%.
- Can be used for Parks and Recreation, Senior Trips or Sustainability Programs.

Fee flexibility options

- Financial Assistance available to all Edgewater residents
 - Information and applications are accessible on CivicRec:
 - <https://secure.rec1.com/CO/edgewater-co/catalog>
 - [English Application](#)
 - [Spanish Application](#)
 -

Connecting Residents of Edgewater with Activity, Teamwork & Engagement

The purpose of the C.R.E.A.T.E Program is to provide financial assistance for use in recreational activities to residents and students (including students' immediate family members, if not residents) in Edgewater. The City of Edgewater maintains this program to help residents and students participate in recreation programs, who do not have the financial means to pay for the full program fees.

If you are in need of financial assistance to participate in Edgewater programs, please review the application information and apply for the C.R.E.A.T.E Program by visiting the Edgewater Fitness Center at 1800 Harlan Street, or emailing the form directly to Nick Stuth at NStuth@EdgewaterCO.com. We are now accepting applications for 2024.

- Only charge a fee when we pay a facilitator fee
 - i.e. the seminars will be free of charge when the facilitator does not charge a fee

Sustainability Board Meeting Dates & Times for the next 6 months

Meetings are held on the fourth Tuesday of the month from 6:00-8:00pm:

- May 28th
- June 25th
- July 23rd
- August 27th
- September 24th
- October 22nd