

**MINUTES
CITY OF FORT COLLINS
AIR QUALITY ADVISORY BOARD**

Date: Monday December 21, 2015
Location: 215 N. Mason Community Room
Time: 5:30-8:00 PM

For Reference

Ross Cunniff, Council Liaison 970-221-6679
Lucinda Smith, Staff Liaison 970-224-6085

Board Members Present

John Shenot, Chair
Mark Houdashelt, Vice Chair
Jim Dennison
Vara Vissa
Rich Fisher
Robert Kirkpatrick

Board Members Absent

Greg Miller
Tom Griggs

Staff Present

Lucinda Smith, Environmental Services Department Director
Cassie Archuleta, Environmental Planner
Lindsay Ex, Environmental Program Manager

Guests:

Vicky Weber, note-taker
Tom Moore, citizen

Call meeting to order: John called the meeting to order at 5:38 pm

Agenda Review: No changes.

Public Comments: Deferred until later in the agenda

Approval of Minutes:

Rich brought up clarification about haze and nitrogen dioxide. No changes were proposed.
Rich moved and Jim seconded a motion to approve the November minutes.
Motion passed, 5-0-0.

AGENDA ITEM 1—West Elizabeth Enhanced Travel Corridor Plan

Amy Lewin, Senior Transportation Planner and Rachel Prelog, FC Moves Intern, presented an overview of the West Elizabeth Enhanced Travel Corridor Plan and asked the Board's input on alternatives for the future of the West Elizabeth Corridor.

Background: Enhanced travel corridors are “uniquely designed corridor designed to incorporate high frequency transit, bicycling, and walking as part of the corridor.” May include: bus rapid transit, enhanced cycling and walking facilities. The project has a goal to connect the Foothills campus with main CSU campus and MAX. Currently the project is moving into evaluating different designs for the corridor.

Community Engagement: To research the issue the West Elizabeth ETC project visited CSU classes and events, conducted surveys, created a WikiMap, visited city boards and commissions, and held listening sessions open houses, tours, focus group meetings to determine stakeholder issues. Existing concerns include varying traffic (4400-18000 vehicles per day), perceived speeding, challenging to make turns, conflicts with pedestrians and cyclists and sight distance issues. Elizabeth is the highest transit ridership corridor: busses are overcrowded; there are not enough amenities (shelter, bike parking) and not enough service at specific times (late night, weekend, summer). Main pedestrian concerns are: lots of crossings, lack of facilities, sidewalks are not ADA accessible, some sections lack sidewalk, hard to cross Elizabeth street. Main cyclist concerns are: high number of cyclists, high number of crashes, inconsistent bike facilities.

Vision highlights: Each section of the Elizabeth ETC should be unique to the segments of the corridor, promote safety and comfort for all users, encourage and prioritize public/active transportation, support interconnectivity of all modes and be a beautiful and vibrant environment.

Evaluating Design Approaches: Final plan will likely include a combination of the following three approaches: *Approach 1) Transportation systems management.* Near term and lower cost improvements. Highlights: transit signal priority, bus queue jumps, consistent bike lanes, complete ADA compliant sidewalk *Approach 2) Traffic Calming.* Highlights: Transit signal priority, bus queue jumps, high frequency efficient traffic on West Elizabeth and Plum Streets, Roundabouts (also easier bus turnaround), protected bike lanes raised next to sidewalk (see Bike Master Plan), complete ADA compliant sidewalk *3) MAX on West Elizabeth* all of the above amenities plus BRT on West Elizabeth with stations like MAX instead of standard bus stops. This change would also include the above improvements in approaches 1&2.

Alternatives Open House (Dec 3): Successful with lots of feedback.

Next Steps: Refine and evaluate design approaches, work towards recommended design. Take the recommended design to compare against no action, additional outreach early 2016.

Discussion/Q&A during presentation:

- Vara: What about the gap between bus drop off and the buildings at the Foothills campus? It's a significant distance on dirt roads, which still may be a barrier to people using transit over driving.
 - Amy: We are considering it.
- You want to emphasize public transportation, walk, cycling. Are you trying to reduce vehicle traffic?
 - Amy: Improving transit will encourage people to change their mode of transportation
- What is the proportion of people going to campus or not going to campus?
 - Amy: Many go to campus due to the CSU transit center. It is difficult to get from the CSU transit center to the MAX. Others would take transit through corridor if offered. Lots of students bike commute to campus. Serious cyclists also take Elizabeth. Families tend to avoid Elizabeth as they don't feel safe.
- What is the cost that CSU is supporting?
 - Haven't gotten to that point yet. CSU does funding for Transfort specific to the campus area. No specifics at this point.

Discussion/Q&A after presentation:

- John: I would be excited to see a project like this to test the recommendations of the Transportation Air Quality Impacts Guidance Manual.
- Rich: This would make sense if you outline the goals for air quality. What are the objectives for POV, bikes, transit, walking. Do you have a mode split in mind?
 - Amy: Estimates in corridor understanding report. Haven't set target for mode split. Interested in where we think we can go. Manual will help us quantify the research.
 - Not really that large of an area. Traffic has to go somewhere. Are we reducing a problem here and then making a problem elsewhere?
 - That's why we're studying a larger area than just Elizabeth under this analysis.

- Mark: There are times now where Transfort runs at 10 minute intervals with trailers. How is BRT going to better serve the vast number of students going at once?
 - Amy: revamp routes and plan for future. Could go back and forth between higher ridership areas.
 - Rachel: Higher capacity with articulated busses, consolidate the routes and efficiently go back and forth
 - Amy: There is a big rush before classes start. There are changes in traffic patterns for MWF vs TR classes which could be accounted for in planning and scheduling.
- Vara: Would there be more people taking Elizabeth if it were a good option for people? Cannot study Elizabeth in isolation; must consider the effects on adjacent streets
 - Rachel: There is a potential to draw ridership. We are considering a Park and Ride at CSU foothills campus to increase ridership. Hard to quantify the impacts.
 - Amy: We have a mode split goal citywide that we track through the American Community Survey. There is a goal for non-SOV travel.
- Robert: Is the study a tiered model or quantified option? Here are several plans what do you want?
 - Amy: Anticipate phasing in improvements gradually. Ideal to quantify the study
 - Mark: Impact is more than just this road (Elizabeth).
- John: About the ETC concept: If the goal is to increase transit/cycling/walking, would you do things that inconvenience POVs?
 - Amy: That is under consideration.
 - John: Examples?
 - Amy: Could change to a bus only lane and one lane in each direction for POV traffic.
 - John: A lot of people who would use transit don't because of complicated schedules and long wait times. Did you mention something about real-time updates? May encourage transit use.
 - Amy: Could be on the table, similar to MAX. Transfort has beefed that up user information with texting to get stop information and the app. Knowing there's a bus every 10 minutes can also make it easier.
- Mark: I have a concern with using Transportation Impacts Manual because a lot of it is focused on serving people already riding the bus not convincing more people to ride bus/bike. Air quality impacts are a little iffy. Serving existing populations better isn't a huge impact for air quality.
 - Amy: Lots of transfers between busses/MAX are a barrier to new ridership. We want to provide a better pedestrian and bike network. People don't feel safe at intersection near King Soopers on Taft and Elizabeth.

AGENDA ITEM 2—Dust Control Project

Lindsay Ex, Environmental Program Manager, presented updates to the fugitive dust control ordinance and manual that is going to City Council for a work session February 9th and a first reading on April 5th.

Updated project timeline: Goes to Council for a work session on February 9th with a first reading April 5, 2016. Implementation will happen between November 1, 2015 and January 1, 2017. Same enforcement deadline – dialogue with City Council about concerns and discussion of implementation time frame.

Cost assessments: (handout provided) Breakdown of which dust reduction measures have no additional costs, minor cost increases: O&M/operations part of other requirements, Orange: high O&M/low operations and low O&M/high operations costs. Red: High O&M and operational costs. Largely contained in parking lot and open area dust generating activities. Colored boxes indicate required best management practices (note that for some, e.g., parking areas), only one best

management practice is required. Grey boxes indicate where at least one additional best practice shall be implemented if the required practices are unsuccessful at preventing off-property transport of dust.

Discussion/Q & A:

- Jim: At the last meeting of the dust working group you presented some quantitative data. Didn't see in tonight's packet.
 - Lindsay: If the board is willing to have it on the agenda one more time we can discuss the broader outline of the logic behind the numbers.
 - Jim: At the meeting prior we had a qualitative assessment, but last meeting we had a percent of project cost. If it's perceived as expensive it won't pass. Presented three scenarios for using the dust plan and determined what the true cost would be. Three projects estimates 1%. It came in at 0.7% but a contractor said it would be closer to 2%. This is alarming because there is no way to tell how realistic the numbers were.
- John: We don't have to make a recommendation tonight
- Lindsay: There are other options to provide to the council.
- Lucinda: Enforcement phasing is an option from the manual.
- Vara: In our earlier discussions was there a way for the city to help with a library of things to borrow/rent to be compliant?
 - Lucinda: we could consider it but the fugitive dust working group hasn't considered that considered yet.
- Mark: Tonight we are discussing the timeline and recommendations from the board before the work session rather than first reading.
 - Lindsay: If the board wants to provide recommendations on options to consider it should come before the work session and a recommendation on passing should come before the first reading.
- Rich: What exactly are we discussing tonight? The manual?
 - Lindsay: Yes and the implications of adoption.
 - Rich: This has been in the works and the committee has commented a lot. Seems unlikely we have more comments. What is at issue that requires board deliberation?
 - John: Whether or not the board will make a recommendation on adoption of an ordinance that would require use of the manual as well as timing of implementation and enforcement.
- Jim: This program has been in the works for a year. One week before it's going to council the city attorney's office hasn't finished it yet. I find that a little strange.

Public Comments: Tom Moore

Thanks to the board and city staff for having me here.

Comments on Dust Control Project:

- 1) Timing: Pretty egregious. The 2013-14 council workplan clearly specified that the dust control plan going to be done by now. No enforcement until summer 2017 is a significant delay.
- 2) Enforcement: There are still outstanding questions: duration of event, how will city staff enforce, who can complain, who's culpable (contractors and/or subcontractors). There is a perception is that we're moving too fast because there is no manual, which is ironic. We need to stop studying this and move to enforcement.
- 3) Barriers: Cost is real, but we should think about not on a cost basis but of the benefits this plan would have. This is one of the best places to live in the country, passing this should be a slam dunk. It is not a cost but a part of living in Fort Collins. This would motivate city management and departments to get competitive bids and seek low cost for implementation of control measures.
- 4) Sources: Do the sources of fugitive dust need more motivation than is planned: training, friendly outreach? What is the frequency of the control measure? Based on project, level of activity?

Comments on West Elizabeth ETC:

5) West Elizabeth should have zero greenhouse gas emissions.

Discussion/Q&A:

- Rich: What is at issue? What are you bringing forward and what do you want from the board?
 - John: This meeting agenda was set with the understanding that city council wouldn't have a work session but take a vote in two weeks. My understanding that we would have an ordinance to review, but we don't have one to review. We would be making a recommendation to council on how they should vote on the ordinance. There are other issues on which we could make recommendations to council or not.
- Rich: Have we made a recommendation on this?
 - John: The manual has been updated since we last made a recommendation.
 - Rich: We should vote on "Does the board endorse this version of the manual?"
 - Jim: City attorney's office is drafting ordinance. We want to know how the ordinance matches with the manual.
 - Lindsay: City attorney's office doesn't typically share ordinance until it goes to Council.
 - Lucinda: 1) Policy is evolving at the city about sharing the ordinance language. Attorney's office can make minor changes to the last minute. However, the public wants to read the ordinance ahead of time. 2) In this case the ordinance is 95% done and the language is very small: probably a page. The gist of implementation is within the manual. Focus on the contents of the manual not the ordinance.
 - Jim: People put in time for this to go forward, for attorney's office to say it shouldn't be open to comment seems to be the opposite of what getting board involvement is. We could accidentally support something that's the opposite of what we want to support – we should see the ordinance and manual before voting.
 - John: We could recommend what the ordinance should say as a bridge to avoid not having the manual but still making a recommendation.
 - Jim: Consensus: recommendation tonight or other time?
 - John: I want input in the recommendation, could conceivably do something like I suggested, requiring mandatory use of the fugitive dust manual OR recommend something else OR put on agenda January for future discussion.
 - Rich: Agree that we should push our recommendation to January meeting. Would a draft ordinance have any teeth?
 - Lucinda: Yes. Civil or criminal penalty for violating municipal code. Burden of proof higher for is criminal, more common to be civil penalty.
 - John: I favor putting this back on the agenda for January for a more structured discussion.
 - Rich: If we have an ordinance available we could draft something before the meeting.
 - John: We could draft a resolution for the board to consider. There could be different versions if we've seen the ordinance or not seen it. I want this board to weigh in on the issue before the work session.
 - Mark: Lindsay is asking us what we think is important. I'd like more info on why Council is having a work session and which issues Council needs to be discussed. Are they making substantial changes to the manual?
 - Vara: Are there last minute concerns for the city to polish addressing all barriers to take a perfect manual and have these issues addressed?
 - Jim: Let's take a recommendation next month and readdress after the work session.

- Lindsay: Part of the challenge is that council hasn't discussed the issues. There will be more direction from the February 9 work session.
- Mark: Hopefully they examine the benefits as well as the costs.
- John: We would want to put that in the recommendation. We could have a list of questions that the board could make recommendations on prior to the work session. Suggest two volunteers for first draft of recommendation as starting point for our resolution. We will discuss the ordinance drafts in our January meeting. Our recommendation is conditional on seeing ordinance language. Want to see language ASAP.
- **Tom Moore, Public Comment:** The Board adopted a resolution February 23 2015 making recommendations on this issue. You could recycle part of the language.
- John: Feel free to mine those documents for stuff to put in to this recommendation.
- Volunteers: Rich, Jim, Mark volunteer for a subcommittee to draft a resolution for next meeting.
- Jim: Could we get cost figures before next packet?
 - Lindsay: I will email them out.

AGENDA ITEM 3—2015 Annual Report – Review Draft

AQAB Members discussed their 2015 Annual Report to be finalized in January and submitted to Council by January 31, 2016.

John: Report is about 1/3 drafted. It is not long and I have a template to draft it. The contents of report will be:

- List of members.
- Formal actions taken (things we voted on). This could be connected to city strategic objectives, but that's not a requirement.
- Other major activities. A table of each meetings with what topic was discussed, presenters and actions taken.

John will draft the annual report and circulate in advance of next meeting. AQAB will have a few days after the meeting to revise and get to the clerk.

AGENDA ITEM 4—Updates and Announcements

Lindsay: Climate Action Plan

Lindsay discussed the recent CAP open house discussion meeting.

Q&A/Discussion:

- John: I couldn't tell if format worked. Very crowded for the space.
- Vara: Talks encouraged discussion, we were looking for new people to come in. Not easy to have conversations. Brian Dunbar was good but I wanted to know what the city was doing. I wanted more systems approaches.
- John: Talked to chair of the energy board. Consider joint recommendations between energy/air quality advisory board. Most of the things related to the Energy Advisory Board's work also relate to air quality.
 - Jim: Great idea, any reason we can't do that in our bylaws? How much effort is it to get a consensus between the two boards? Is it logistically difficult?
 - John: Good questions, I don't have the answers.

- Lindsay: General feedback on Brian’s presentation was that “doing things well” resonated with the business community. Plan is moving to modeling. Council work session is scheduled for March 10th.
- Lindsay: The citizen advisory committees are equally split between economic/social/environmental representation (triple bottom line).
- Mark: We should coordinate more with the energy board. We may have to get permission from Council for official coordination.
 - Lindsay: If we formed a coalition we would need to let Council know. It is in the charter of many boards to have joint meetings so joint meetings should be OK.
 - John: It could be formal or informal. If there are areas of overlap our voices are amplified if we are saying the same things.

Transportation Air Quality Impacts Guidance Manual

Lucinda provided updates on the status of the Air Quality Impacts Guidance Manual.

- Lucinda: We are just about to finalize a contract with a firm. I can’t announce the firm until the contract is finalized. We hope to be done by the end of the year. The firm uses really innovative tools and a variety of consultants. The AQAB will be an integral part of this project.
- Jim: Has this firm ever put together a similar guidance manual?
 - Lucinda: They have done something similar. They have developed tools to do the same kind of things for local governments in CO. Because the project is new there will be some evolution over time. We will build flexibility into the contract.
 - Jim: What is the cost?
 - Lucinda: \$35k for manual \$10k for training city staff.
 - John: Will we get in kind contributions from consultants (ie, \$55k of work for \$45k)?
 - Lucinda: No.

Staff Liaison Transition

Lucinda updated the Board that starting in January Lindsay Ex will be the staff liaison to the AQAB.

Lucinda states that she enjoyed her temporary role with the board.

- FYI: Last week’s Council meeting adopted the energy policy update unanimously. There were changes made to energy policy based on some of the comments given to energy board. I think it’s a better policy because of our input.

AGENDA ITEM 5—Future Actions and Agenda Items

Review of City Council’s 6 month agenda planning calendar.

Jan 19th is the first reading of community recycling ordinance.

- Vara: What are the most effective ways of composting?
- Lucinda: Ordinance doesn’t specify, just says it must be collected in 2 years.
- Vara: Will this affect how trash is collected, knowing how it is collected?
- Lucinda: Not too prescriptive of rates or types of services, as long as it goes to acceptable end points, it’s the hauler’s business decision. Ordinance says they have to collect it and when. Estimates are based on organics going to biodigester.

AQAB agenda items for January

- Work on annual report
- Consider fugitive dust recommendations (drafted by Mark, Rich and Jim)
- Hazardous material air quality discussion. Potentially able to schedule informal panel of fire safety and emergency folks to discuss context of hazmats transported through Fort Collins.
 - Jim: What documents could they provide to review before the meeting?

- Lucinda: Not sure, there are plans in place, the city has an emergency operations manual and an emergency manager.
 - Jim: What is the quantity of hazmats transported through Fort Collins?
 - Lucinda: They might have that data.
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- John: That will fill up the agenda: Monthly impacts of CAP and transportation air quality impacts guidance manual. If we can't get the hazmat panel on the agenda, we'll shorten or extend some topics. I'm having a meeting about indoor air quality issues as well.
 - Vara: We should we consider something with internal air quality like smoking inside/smoking in cars/ legal marijuana.
 - John: We will address indoor air quality first 3-4 months of the year.
 - Mark: Do you need help with annual report?
 - John: I don't think so. The rest is going through minutes for the past 12 months and coming to actions or conclusions. I won't need help until group discussion.
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Abbreviations:

AQAB: Air Quality Advisory Board

BRT: Bus Rapid Transit

CAP: Climate Action Plan

ETC: Enhanced Travel Corridor

O&M: Operations and Maintenance

POV: Privately Owned Vehicle

SOV: Single Occupant Vehicle