

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

**Date:** Monday, January 23, 2017  
**Location:** Colorado River Room, 222 Laporte Ave.  
**Time:** 5:30–8:00pm

**For Reference**

Mark Houdashelt, Chair  
Ross Cunniff, Council Liaison 970-420-7398  
Cassie Archuleta, Staff Liaison 970-416-2648

**Board Members Present**

Mark Houdashelt, Chair  
Gregory Miller  
Jim Dennison  
Tom Griggs  
Vara Vissa  
Chris Wood  
Robert Kirkpatrick  
Harry Edwards

**Board Members Absent**

**Staff Present**

Cassie Archuleta, Environmental Planner/Staff Liaison

**Guests**

None

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**Call to order:** 5:35 pm

**Public Comments:** None

**Review and Approval of Minutes:**

Approval of December minutes was postponed to the next meeting on February 27<sup>th</sup> as discussion was ongoing regarding some of the summaries presented.

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**AGENDA ITEM 1: New Member Introductions/Board Orientation**

Each member introduced themselves, along with background and interest in the City's role in air quality.

New member, Harry Edwards, was a professor of mechanical engineering at CSU, and taught classes on air pollution control and prevention. He has completed research sponsored by the U.S. Department of Energy. Harry served on the AQAB about 20 years ago for two terms. He also served two terms on the Citizen Review Board and two terms on the Natural Resources Advisory Board.

Cassie Archuleta (AQAB liaison) provided a review/overview of staff and AQAB roles and responsibilities, per the Boards and Commissions Manual.

### **Comments/Q&A:**

- In the Work Plan, it states that we could potentially take up new topics proposed by City Council. Can City Council approach us and suggest topics?
    - Council does not direct the board. They can propose topics, and the board can then decide whether to pursue topics.
  - The City is working toward consistency, and meeting minutes are very inconsistent across Boards. Robert's Rules guidance is that minutes should be a record of what is done, not what is said. A hybrid between detailed and simplified notes could be used.
  - A benefit of having detailed minutes is that board members do not need to take as many notes during meetings.
  - The Board suggested training for new minute-takers to ensure consistency.
  - Mark offered to talk to Ross and see what level of detail he needs in the minutes.
  - Detailed minutes can cause conflict and excessive discussion about he said/she said. Wordsmithing can waste a lot of time; it is not productive.
  - What is the purpose of minutes? To record a meeting, or to summarize decisions?
    - Can be used to refresh your memory on what was discussed. If a notetaker is qualified to summarize the main conclusions of a discussion, then they should do so.
  - It is appropriate for the Chair to summarize the discussion after it has concluded, and repeat the final decision of that topic.
    - The minutes contain action items that the board members may forget after the meeting.
  - The minutes could consist of a summary of the issue, the actions taken, and extra notes as necessary.
  - Items for staff follow-up are often brought up during meetings.
    - Cassie stated that she would keep a running list of requests by the board, and timelines of when those things will be followed up on.
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### **AGENDA ITEM 2: 2017 Workplan Discussion**

Cassie presented an overview of the 2017 Environmental Services Air Quality Program Work Plan.

### **Comments/Q&A**

- Is there Council interest in talking about leaf blowers for City employees or citizens?
  - There appears to be some interest in reviewing City policies regarding use of leaf blowers.
  - Blowers are an important topic that the Board has discussed before, along with fugitive dust.
  - The AQAB could invite Parks to come in and talk about their policies if the Board is interested in pursuing the topic more.

Cassie prepared a new "AQAB Issue Index" to help the Board track and prioritize topics of interest that could be prioritized based on the AQAB Work Plan and interest from the Board. Cassie asked if the Board members could individually rate topics on the Issue Index with a 1, 2 or 3 based on their prioritization.

### **Comments/Q&A**

- There is a lot of redundancy when certain presenters visit multiple boards. Could we coordinate with other boards? Can we meet together without Council approval?
  - Rich had tried to create a "super board," but it was disbanded because he had not asked Council for permission.
  - The AQAB could consider what information from other board meetings would be useful to them and have staff or an AQAB member report back on topics discussed at another Board's meeting.

- There does not need to be a topic coordinator for every issue; board members should only volunteer to be coordinators if they are well-versed or have a strong interest in the topic.
  - Even if someone is passionate about an issue, they would need to remain objective and unbiased.
- Cassie agreed to collect everyone's prioritized indices and offered to go over them during the next meeting and make adjustments as necessary.

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### **AGENDA ITEM 3: 2016 Annual Report**

*The Board reviewed a final draft of the annual report, due January 31, 2017.*

Tom moved and Chris seconded a motion to adopt the 2016 Annual Report as presented. Motion passed unanimously, 8-0-0.
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### **Board Updates**

- Mark, Vara, and Chris attended Oil and Gas presentation hosted by the Larimer County Environmental and Science Advisory Board.
  - Next step is a health impact assessment. The presentation described rates of emission primarily from pre-production processes.
- The language in the asbestos forms suggests that contractors cannot sign the form.
  - Cassie will follow up with Mike Gebo on this.
- Recruiting New Board Member
  - The AQAB needs one more board member.
  - Any specific areas of expertise that should be represented?
    - Organics, the Growing Project, and professors at CSU.
  - Board members should encourage others to apply.

### **Future Agenda Items**

- Climate Action Update
  - Super board meeting February 6 with presentation, but the presenter can come to an AQAB meeting separately.
- Building Code Update from Mike Gebo
- Presentation from Board liaison scheduled for March.
  - Badge IDs will be issued. The board agreed that they do not need pictures on their badges.
- Board Election Dates
  - Elections are scheduled for April, when the Boards and Commissions Manual says they should be held in February or March. Can be pushed to March if necessary.
- Time of use study
  - Work Session February 28.
  - Would be valuable to hear from staff after the Council Work Session.

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**Meeting Adjourned:** 8:15 pm

**Next Meeting:** February 27, 2017



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**Signed by Chair**