

MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



AIR QUALITY ADVISORY BOARD

TYPE OF MEETING – REGULAR

July 16, 2018, 5:30 – 8:00 pm
Colorado River Room, 222 Laporte Ave.

1. CALL TO ORDER

5:30 pm

2. ROLL CALL

- List of Board Members Present
 - Karen Artell
 - Greg Clark
 - Harry Edwards
 - Arsineh Hecobian
 - Mark Houdashelt, Chair
 - Matt Tribby
 - Chris Wood
- List of Board Members Absent
 - Jim Dennison
 - Vara Vissa, Vice-Chair
- List of Staff Members Present
 - Cassie Archuleta, Staff Liaison
 - Megan DeMasters, Indoor Air Quality Program Coordinator
 - Selina Lujan, Sr. Indoor Air Quality Program Specialist
 - Lucinda Smith, Environmental Services Department Head
- List of Guests
 - Ross Cunniff, Council Liaison

3. AGENDA REVIEW

- No changes, questions or issues related to the agenda.

4. CITIZEN PARTICIPATION

- N/A

5. APPROVAL OF MINUTES

- Harry moved and Greg seconded a motion to approve the June 18, 2018 minutes as amended. Motion passed, 6-0-0.

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6. UNFINISHED BUSINESS

a. Council Recommendations

- Mark requested input on the recent resolution to allow multi-board collaboration as proposed by the Economic Advisory Board. The issue will go before City Council on 7/17/18. Originally, AQAB members expressed support for this idea in hopes of broadening their understanding of the Triple Bottom Line (TBL) and discussed writing a letter of recommendation in its favor; however, Mark expressed reservation because the resolution that was disseminated suggests that topics will be chosen by City Staff rather than by the Boards involved. He proposed that the AQAB wait until Council outlines the process clearly before acting, to ensure that the Board/Staff interaction and meeting attendance requirements are clear. He asked for the input of other Board members.
 - Greg asked if the focus will still be on the TBL.
 - Mark stated that while the TBL is mentioned, it is not clear if it will be the focus of the collaborative meetings. When the Economic Advisory Board proposed the idea, they used TBL as example, but as the process has developed, it looks like topics will be decided later.
 - Ross stated that the Board does not need to provide a recommendation at this time and can wait until details are clarified.
 - The Board decided not to write a recommendation at this time.
- Mark noted that the Board has not had time to address organic waste, but that he has sent Staff a draft personal recommendation asking for an update on the City's plans for collection of organic waste from restaurants and residences. He received a call from Honore Depew in response, and was copied on a letter to Councilman Overbeck that discussed the successes in City recycling programs but not the priorities for collecting organic waste. Mark is concerned that this issue no longer plays a large role in reaching 2020 CAP goals and stated that, while it's too late for a BFO offer, he'd like to know the City's plan for organic waste collection before the Regional Wasteshed infrastructure is finalized. Mark rewrote his recommendation to request more concrete information regarding Staff's plan for dealing with organic waste. He plans to talk to the Natural Resources Advisory Board for support and requested feedback from AQAB members.
 - Karen would also like Staff to present concrete plans and expressed a desire for Council to be involved. She suggested minor edits to Mark's revised recommendation. She stated that she has sent out reports from the City regarding carbon sequestration and removing organics from landfills to make fertilizer, promote more effective land management, increase the longevity of landfills and reduce methane and carbon emissions.
 - Mark noted that Council will address the Regional Wasteshed on 8/14/18 and

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- would like to work with the Natural Resources Board Chair to compile a joint recommendation; he plans to address this at their 7/18/18 meeting.
- Greg asked if the AQAB is planning for BFO offer next year? He also stated his approval of working with the Natural Resources Board Chair.
 - Mark stated that there's a potential for a mid-cycle BFO, so it would be worthwhile to have Honore present to the Board. Part of the reason for providing a recommendation is so Council knows the plan moving ahead; a presentation from Honore would help facilitate a recommendation.
 - Cassie noted that Honore could be able to present in August, but she and Mark may have to shift some agenda items.
 - The Board expressed interest in such a presentation.
 - Mark spoke with Christine regarding the process of submitting a recommendation in hopes of decreasing the time spent at AQAB meetings on wordsmithing. He noted that the Natural Resources Advisory Board comes to a consensus at their meetings and allows their Chair to write the formal recommendation for submittal, and asked if AQAB members might prefer this method.
 - Cassie noted that agreed-upon points will be reflected in meeting minutes.
 - Arsineh asked if it would be possible to see the document before a meeting and vote on it.
 - Mark noted that this would be a possibility.

7. NEW BUSINESS

a. Periodic Board Review

Council member Cunniff, Council liaison for the Board, attended to support the discussion of the Board's four-year review.

- The comments that have been submitted by the Board to date have been compiled by Christine Macrina and will represent the final version of the review.
- Ross noted recent changes in the board review process. In the past, boards attended a work session (every 2 years) at which each Board chair would speak for five minutes; however, this process was extremely time-consuming and sessions ran late into the night. Because of this, the process has been changed to periodic self-review that is submitted to Council every four years. This is the second year of the new system and everyone is still learning, but it has proven to be an effective way for Boards to provide feedback to Council.

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AQAB Bylaws

- Mark was in process of rewriting the AQAB bylaws last year (as discussed at the 10/16/17 meeting), but unfortunately his laptop hard drive died, and he lost his work. He noted that there are numerous discrepancies between AQAB Bylaws, the Boards and Commissions Manual and City Code and stated that he would like to bring them into alignment. He asked the Board for their input on rewriting bylaws and offered to provide a draft to members.
 - Karen asked if bylaws are necessary or if members may just refer to the Boards and Commission manual.
 - Mark stated that there are items in the AQAB bylaws that are unique and noted that the Energy Board’s bylaws may serve as a model.
 - Ross stated that City Code may require the presence of board bylaws, but it doesn’t specify content or length. If AQAB members feel that the Boards and Commission Manual has better information, then they can simply reference it in their bylaws.
 - Mark noted that extraneous information existed within AQAB bylaws.
 - Karen stated that she feels it’s important to retain items that are unique to the bylaws.
 - Arsineh asked if there are items in the bylaws that give the Board more authority which aren’t existent in the Boards and Commission Manual.
 - Mark replied that some such items are specified.
 - Cassie offered Staff support to determine any discrepancies.
 - Mark will explore making changes.
- The Board proceeded to review the Periodic Review Questionnaire as presented.

Key Outcome Areas

As noted within the document, in order of their significance to the Board:

1. Environmental Health
2. Transportation
3. Community and Neighborhood Livability

Regarding the Board’s annual work plan’s alignment with the City’s Strategic Plan

- The Board decided that linking items in the annual work plan to the City’s seven Key Outcomes was not incredibly beneficial and asked how useful that linkage

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would be to City Council.

- Ross replied that Council is interested in knowing whether the work and discussions the Board partakes in fits in the City's Strategic Plan somehow. He noted that boards are not required to cover every topic that they feel they are responsible for.
- Mark noted that that while the Board lists Strategic Plan objectives that may be impacted by their work, they don't explicitly link their work back to these objectives on a case-by-case basis.
 - Ross stated that this is just an audit to see that Council is aligning board plans strategically; there is no need for the Board to alter the plan retroactively.
- Karen stated that this is a useful exercise for new board members.
- Mark noted that the Board reviews the Six Month Calendar at every meeting to determine if a relevant topic is coming up that may require action. He asked if other boards use the calendar as a tool.
 - Ross replied that it can be a tool, to varying degrees.
 - Mark replied that the Board will continue to consider the calendar in the short-term.

Does the Board effectively accomplish its work plan?

- Matt asked if it might be worthwhile to attach tangible goals to each work plan topic
 - Mark replied that this has been discussed in the past and that there was some desire to assign more concrete goals to each topic, but it may be difficult to do. He noted that when the work plan is reviewed, members of the Board may propose concrete goals if they like. This may narrow the scope of the work plan and help people to understand what the Board is expecting to accomplish.

Are meetings conducted effectively and what can be done to improve them?

- Mark stated that meetings often run late and that the Board spends more time on topics than budgeted. He asked the other members for feedback on how to remedy time-keeping issues. He noted that holding questions until after the presenter has finished may be helpful.
- The board agreed that someone should track time carefully for presenters and during questions/discussions. Cassie offered to take on this role. Board members also agreed that holding questions would be beneficial, as the answers are often covered later in presentations.

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- Matt stated that his preference would be to give presenters extra time and limit questions a bit more.
- Harry stated that it would be helpful if presenters were clear about what they would like from the Board prior to beginning each presentation (recommendation vs. informational).
 - Mark replied that this kind of information was present in agendas in the past and inquired if it could be added to the new agenda format.
- Arsineh asked if it is acceptable for Board members to ask questions about a presentation after the meeting (via phone, email). She stated that the practice of keeping questions short for informational sessions may solve some time issues and went on to propose longer questioning periods for issues that require action.
 - Cassie replied that Board members may always ask questions after a meeting.
- Mark added that the Board could also reduce the number of topics presented in each meeting by prioritizing action items and only allowing informational presentations in the absence of such items.

Is the current size of the board appropriate?

- Members agreed that the Board is an appropriate size.

Describe the effectiveness of communication between the Board and Council?

- Mark noted that Ross and Mark had good communication prior to this year, but it's been more difficult recently.
- Ross stated that he's been travelling quite a bit and will try to be more responsive; he noted that email is the best method to contact him at this time.
- Mark asked Ross if the information collected regarding the meetings members have attended (which is compiled in the annual report) is helpful to Council.
 - Ross replied that the outcomes to conversations and action items are most useful. Council also appreciates the debate and dialogue leading up to decisions/recommendations.
- Greg asked about a feedback mechanism that could be used to determine the impact that the Board's work may have had on Council's decisions. He inquired if something could be added to the agenda which might allow for routine follow-up.
- Mark stated that the issue of board-effectiveness arose during the Futures

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Committee Meeting. He makes efforts to follow up on Council actions related to AQAB recommendations but agrees that adding something to the agenda could be useful. The “Other Business” section may be a good place.

- Ross agreed that this is a shared concern among other boards and commissions and likes the idea of closing the loop. He thinks that informing boards formally may help with this issue and plans to bring the idea up with Council on 7/17/18.

Other comments:

- Mark reviewed comments which included how to better collaborate with other boards and improving guidance on how to generate a workplan, annual report and BFO offer recommendations. Specifically, he asked if council members have to approve annual reports.
 - Ross replied that Council typically only provides guidance when a board is going beyond its charter or isn't covering a relevant topic.
- Mark asked if the entire Council reads annual reports.
 - Ross replied that he is unsure and noted that while he doesn't read them all, he reads more than he's responsible for. He went on to say that most Council members read minutes for relevant topics and action items (ex. CAP, Road to Zero Waste, Regional Wasteshed Planning).

b. Radon Project Update

Megan DeMasters, Indoor Air Quality Program Coordinator, and Selina Lujan, Sr. Indoor Air Quality Program Specialist, provided updates regarding the City's radon program. Feedback was requested regarding the formation of a working group to discuss potential policy and program options.

- In February, the Board was provided an outline of the current radon program which included information on Healthy Homes Program initiatives, the distribution of radon test kits, zero interest loans for mitigation and perceived challenges to radon mitigation. A series of phases to address radon issues were presented at this time.
- Megan provided updates regarding the Discovery Phase:
 - The first part of the discovery phase consisted of researching what current methods for dealing with radon are in surrounding communities and at the state level in four key areas: radon-resistant new construction, testing requirements, disclosure and notification, and certification standards. This research highlighted what Fort Collins is doing well, where there may be gaps, and what best practices are.

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- The second part of the discovery phase addressed the community directly and included making a list of stakeholders to obtain feedback (realtors, contractors, etc.) that could help determine the barriers to testing.
 - City staff met with Dr. Thompson from CSU to determine how to partner with them to clarify the health effects of radon in Fort Collins.
 - In addition, a questionnaire was distributed to the community (39% response rate); participation was incentivized by offering free test kits.
- The overall goal is to reduce the risk of radon exposure for all Fort Collins residents; to achieve it, the City must increase awareness, decrease misinformation and increase testing and mitigation.
- Next Steps:
 - Continue to collaborate across City organizations (building code updates, alignment with Efficiency Works homes, etc.).
 - Complete the Health Characterization study with CSU.
 - City staff are setting up a 10-member working group consisting of an AQAB representative, City staff members and community members. The group will meet between mid-August through October (4 times total). The goal of the working group is to prioritize a list of recommendations to enhance the Radon Program. Megan asked for two AQAB member volunteers and one person as backup to participate.
 - The Board agreed that although Jim Dennison was not present, he may be the most qualified representative.
 - *Staff Follow-Up:* Megan will reach out to Jim directly.
 - Arsineh volunteered as the second board member to be part of the work group
 - Greg volunteered as backup; Mark volunteered as a second backup.
- Mark and Selina discussed the changes to home energy audits. The two programs will work together on pre- and post-mitigation radon testing and are currently working out the logistics of how contractors will be handled and what specific language will be used regarding mitigation.
- Mark asked if contractors are required to perform post-tests upon installing radon mitigation system.
 - Selina replied that while contractors typically do, there are no requirements in building code.
- Greg asked if toxicology graphs exist which would communicate risk to human

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health at different exposure levels.

- Selina responded that the Colorado Department of Public Health, Boulder County Health Department and EPA all have information regarding health risks at different exposure levels but stated that this will be the primary focus of the upcoming CSU study.
- Harry asked if radon test results are public information at a specific address (in the interest of home buyers).
 - Selina stated that results are not public; however, when residents buy radon test kits through the City, they make a verbal agreement which gives the City the right to view the results. In the case of a home sale, the communication of any radon test results between the owner and buyer are typically communicated via the realtor. Cassie noted that home buyers can require testing prior to purchasing.
- Matt stated that since cost appears to be a significant barrier to mitigation, does the City provide information on alternatives that may help to reduce exposure (getting outside, venting via windows, etc.) to those that cannot afford to mitigate.
 - Megan expressed interest in this idea and noted that City staff have also discussed reaching out to the CDPHE to help procure funds for those who cannot afford mitigation.

8. BOARD MEMBER REPORTS

- 6/25/18 – Mark attended the Bicycle Advisory Committee meeting at which an update was provided on trails being built between Fort Collins and Loveland. The Committee also discussed bicycle practices in the Netherlands (after a recent trip). An outline of the proposal for an E-Bikes pilot on trails was presented/discussed.
- 6/26/18 – Mark attended an EV Readiness Roadmap meeting at which attendees split into groups; each prioritized a list of topics to steer what will be in the final roadmap. The final roadmap will be completed during September's meeting. Mark would like to see more electric buses incorporated into the plan.
- 7/12/18 – The Climate Change Subcommittee met. Mark plans to draft a mission statement before the next meeting. Members will make short presentations on topics of interest to prioritize issues for the subcommittee's work plan.
- 7/18/18 – New Belgium and Off the Hook Arts are hosting an event from 12:00 – 1:00 pm at which Lucinda Smith and Lindsay Ex will discuss Fort Collins' climate goals.
- 7/25/16 – Harmony Cottages (near net-zero, affordable housing) will be providing tours between 4:30 and 6:00 pm for a small fee.
- 7/26/18 – The City will hold a volunteer picnic.

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- 7/27/18 – Regional Air Quality Council Meeting will be held in Denver at which 2008 air quality standards will be discussed; Karen will likely attend.
- 8/31/18 – Mark stated that the City is assembling a judging panel for Innovate Fort Collins' upcoming public pitch night on and would like AQAB members to serve.
 - Matt expressed interest in judging and Cassie noted that Vara had also expressed interest.
 - *Staff follow-up* – Cassie will let Vara know that she is the back-up.
- Mark noted that the Fort Collins Sustainability group would like to present to the AQAB regarding consumer vs. producer accounting methods used by PRPA. Their current reporting methods have a potential 5% difference with regards to CAP goals.
- Matt noted that the CDPHE recently released an update on ozone nonattainment; the Front Range is categorized as “moderate” under the 2008 standard and “marginal” under the 2015 standard. It's unlikely that Denver will meet 2008 standards for the 2015-2017 three-year period, and may be classified as “serious”. There will likely be significant implications for source emitters of VOCs and NO_x.
 - Mark stated that Colorado recently adopted California emission standards for vehicles; this will presumably be incorporated into the SIP. He went on to ask if the state can regulate areas that are in attainment but are emitting VOCs into nonattainment areas.
 - Cassie responded that the State can regulate oil and gas outside of nonattainment areas; in fact, the area of nonattainment is “drawn” to include pollutant sources. For example, Greeley is included in the non-attainment area even though its monitors are in attainment.
 - Greg noted that it may be beneficial to look at what western Wyoming is doing in terms of nonattainment. They've put ordinances in place that shut down oil and gas operations on ozone action days. He added that the NIH has helpful toxicology graphs that dictate the risk of ozone on sensitive populations.
- Matt stated the Fort Collins Utilities will implement time-of-day rates starting in October; peak hours will cost 3 times more than non-peak hours.

9. OTHER BUSINESS

- The Board discussed topics to be covered at AQAB's August meeting, including: Regional Wasteshed planning and organics recycling, draft work plan, and the renewable electricity resolution.
- City Council Calendar:
 - 7/17/18 – Discussion of Boards and Commissions Structure
 - 7/24/18 – Review of City Plan Scenario

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8/14/18 – Regional Wasteshed Project Update

8/28/18 – Building Energy Scoring

10/2/18 – 100% Renewable Electricity Resolution

10/9/18 – Review of Budget Offers (Environmental Health and Transportation)

10/23/18 – Outdoor Residential Burning

11/13/18 – Affordable Housing Incentives

10. ADJOURNMENT

7:58 pm