



Agenda

CITY CLERK'S OFFICE

DATE 5-20-11 TIME 9:45am

SERVED BY Maria Vigil

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AMENDED SUSTAINABLE SANTA FE COMMISSION

Monday, May 23, 2011
Main Post Office, Main Conference Room
3rd Floor, Room 326
120 S. Federal Place
Santa Fe, NM
3:00 to 5:00 p.m.

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES – March 15, 2011, April 13, 2011, April 19, 2011 and July 30, 2009
- E. COMMUNICATIONS FROM THE FLOOR
- F. STAFF COMMUNICATIONS
 - 1. Report on Food Policy Council activities
 - 2. Americorps Cadre Members Report of Activities
- G. DISCUSSION/ACTION ITEMS
 - 1. Discussion and Approval of 2011 Objectives
 - 2. Committee Formation and Assignments
 - 3. Commission skill/knowledge Gap Analysis
 - 4. Update on Annual Progress Report for 2010
 - 5. Report on Green Building Code Public Outreach Plan (K. Shanahan)
 - 6. Report on EMS for the Public Works Department Status (R. Wheeler)
- H. ITEMS FROM THE CHAIR
- I. ITEMS FROM THE COMMISSION
- J. ADJOURNMENT

Next Meeting: – June 16, 2011

NOTE: Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.



Agenda

CITY CLERK'S OFFICE

DATE 5-13-11 TIME 3:26pm

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SUSTAINABLE SANTA FE COMMISSION
May 23, 2011**

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MINUTES OF THE
CITY OF SANTA FE
SUSTAINABLE SANTA FE COMMISSION
May 23, 2011

CALL TO ORDER

A meeting of the City of Santa Fe Sustainable Santa Fe Commission was called to order by Camilla Bustamante, Chair at 3:10 p.m. at the Main Post Office, Main Conference Room, 3rd Floor, Room 326, 120 S. Federal Place, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Camilla Bustamante, Chair
Louise Pape, Vice Chair
Tim Rogers
Kim Shanahan
Bianca Sopoci-Belknap
D.H. Strongheart

MEMBERS ABSENT:

Robert Haspel, excused
Rosa Moreno, excused
Joe Sehee, excused

STAFF PRESENT:

Katherine Mortimer, City of Santa Fe
Regina Wheeler, City of Santa Fe Solid Waste Department Director

OTHERS PRESENT:

Erik Aakbo, Santa Fe County Energy Specialist
Joe Eigner, Sustainable Eldorado Residents Association
Craig O'Hare, Santa Fe County
Matthew Young, AmeriCorps Cadre Member
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Commissioner Pape moved to approve the Agenda as published. Commissioner Rogers seconded the motion, which passed unanimously by voice vote.

APPROVAL OF MINUTES:

March 15, 2011

The following change was made to the Minutes of the March 15, 2011 meeting: Pages 4, 4th paragraph, the words “bicycle system” were changed to read: “bicycle share system”.

Commissioner Strongheart moved to approve the Minutes of the March 15, 2011 meeting as amended. Commissioner Sopoci-Belknap seconded the motion, which passed unanimously by voice vote.

April 13, 2011

Commissioner Pape moved to approve the Minutes of the April 13, 2011 meeting. Commissioner Strongheart seconded the motion, which passed unanimously by voice vote.

April 19, 2011

The following changes were made to the Minutes of the April 19, 2011 meeting: Page 2, 2nd to last paragraph, 1st sentence was changed to read: “*Mr. Young reported that the **Santa Fe Master Gardeners Fair** is scheduled for April 30th at the Rodeo Grounds.*”

Page 3, top paragraph was changed to read: “*Mr. Young said that there will be a **seed swap social** at the Railyard tomorrow (in the Farmers Market building) starting at 5:30 p.m. to 7:00 p.m.*”

Commissioner Sopoci-Belknap moved to approve the Minutes of the April 19, 2011 meeting as amended. Commissioner Pape seconded the motion, which passed unanimously by voice vote.

July 30, 2009

Commissioner Shanahan moved to approve the Minutes of the July 30, 2009 meeting. Commissioner Pape seconded the motion, which passed unanimously by voice vote.

COMMUNICATIONS FROM THE FLOOR

Mr. Eigner is with the Eldorado Sustainable Residents Association and is interested in seeing what the Commission is doing.

Mr. Aakbo is with the Santa Fe County Public Utilities Department. He is the Energy Specialist and he started the job in mid April.

Mr. O'Hare is also working for the Santa Fe County Public Utilities Department. Both he and Mr. Aakbo are responsible for working on clean energy issues for Santa Fe County. They will also be working on water management issues and water conservation. Mr. O'Hare said they are interested in working in collaboration with the city.

STAFF COMMUNICATIONS

1. Report on Food Policy Council Activities

Ms. Mortimer reported that the Food Policy Council just got back from the Food Policy Conference in Oregon and it was very helpful. They will be getting together to discuss how they will report back the information they obtained at the conference. There will be some information on their website.

Commissioner Sopoci-Belknap noted that they will be having a food focus group this Wednesday where they will focus on the food assessment.

2. AmeriCorps Cadre Members report of activities

Mr. Young reported that they had a kid's area at the Masters Gardeners Fair on April 30th at the Rodeo Grounds. They had over 150 kids who learned how to have a garden in their own back yards.

Mr. Young said they have had a series of community gardens and home garden installations too. They worked with La Familia Medical Center on their garden.

Mr. Young noted that the cadre members have been working on the Sustainable Santa Fe website.

Commissioner Sopoci-Belknap said they need some assistance with the website and she is hoping that this will be the outcome of the Committee Formation agenda item.

DISCUSSION/ACTION ITEMS

1. Discussion and Approval of 2011 Objectives

Chair Bustamante noted that she sent out the 2011 Objectives in advance. The objectives are also included in the Minutes of the April 19, 2011 meeting (starting on page 3). Chair Bustamante explained that these objectives came from what the Commission discussed at the Study Session.

Chair Bustamante reviewed the language in the four objectives that she e-mailed to the Commissioners. They are as follows:

1) Given adequate guidance and resources as described by the requirements of the ISO 14001 Environmental Management Systems (EMS),

- The City of Santa Fe Public Utilities Department will perform Division assessments and establish performance goals meeting EMS requirements no later than Dec 31, 2011.
- The Public Utilities Department and Sustainable Santa Fe Commission (SSFC) will develop a process and framework for establishing an EMS that will be proposed as a model for City operations by the December 2011 SSFC monthly meeting.
- The Management of the Public Utilities Department Management will establish an EMS Policy Statement by July 29, 2011.

2) Provided City of Santa Fe Green Building Code and Sustainable Santa Fe Plan (the Plan), the SSFC, City Staff, and knowledgeable stakeholders will identify a City Councilor who will champion an effort and work with the other City Councilors to amend the Development Code, by January 1, 2012, to

- encourage use of gray water for landscape watering and other uses such as toilet flushing;
- make access to solar exposure a property right thereby encouraging investments in solar equipment and design
- encourage use of cisterns and other water harvesting techniques that use rainwater to reduce use of tap water for landscape watering;
- encourage natural vegetation shading of buildings and hardscape surfaces as vegetation both absorbs CO₂ and provides shading from unwanted solar gain in the summer, reducing the need for mechanical cooling;

- require subdivisions be laid out to enable maximum feasible use of solar design, solar equipment, and the ability to use storm-water to reduce water demand;
- encourage locally grown food to both reduce GHG emissions and prepare for future rises in fuel costs to transport food into the area;
- encourage Passive Solar Building Design;
- incorporate some aspects of performance zoning to allow for a greater variety of compatible uses which reduce the number and length of vehicle trips; and
- encourage Development of Affordable Energy Efficient Housing, and
- require large development projects and subdivisions to provide safe bicycle and pedestrian infrastructure.

3) Given a broad spectrum of pro's and con's, defined best practices based on existing models and experiences, and a minimum of three (3) well advertised community forums, the Sustainable Santa Fe Commission will

- develop a fact sheet and recommendation for potential next steps in determining the appropriateness for a City of Santa Fe municipal utility or power purchase agreement, and
- identify opportunities for City transition to renewable energy resources by the standing November 2011 SSFC monthly meeting (exact date TBD).

4) Given the goals and objectives identified in the Education section of the Sustainable Santa Fe Plan, the Sustainable Santa Fe Commission will develop a Public Education and Involvement Plan that includes at a minimum

- existing and planned community assets,
- a five (5) year speculative timeline, and
- resource guide, to be completed no later than the October 2011 meeting.

Chair Bustamante said now is the time for Commissioners to make comments or changes to the objectives.

Ms. Wheeler said she did not understand the introductory phrase “*given adequate guidance and resources*”.

In response, Chair Bustamante said this is assuming that you are not doing this in a vacuum-in other words, there is now adequate resources and guidance.

Ms. Wheeler noted that she and Chair Bustamante met with Councilor Calvert to get his feedback on the draft strategic plan and his big thing is that he really wants to see the efforts of the Commission affecting the community, and not the city. He wants the focus to be on the community.

Ms. Wheeler said the Commission understands that leadership by example is the key; but in order to address Councilor Calvert's desire, the Commission has to make sure that the model/template-the process of the framework for establishing an Environmental Management Systems (EMS) will be developed for any organization of the county or the city that wants to do the same thing. Another measure that goes along with this - in order to address Councilor Calvert's concern- is that it would have to be a very transparent process and one of the goals should be that it would be acceptable to the community at large.

Following a review and lengthy discussion on the proposed objectives, it was agreed that Ms. Mortimer, Mr. Rogers and Mr. Shanahan would meet and revise the objectives and present them at the next meeting.

2. Committee Formation and Assignments

Chair Bustamante said the Commission has a nice organizational structure that came from the Study Session on how the Commission is going to get the four objectives done. The following Committee Structure was proposed:

- **Policy Committee**
 - Ad hoc task forces to address specific subject matter
 - Participation varies by subject matter
 - Draft policies for Sustainable SF Commission review
- **Assessment Committee**
 - Track progress towards objectives and goals
 - Identify gaps in Commission skills
- **Education and Coordination Committee**
 - Website, press releases
 - Map and engage resources and groups

Chair Bustamante said there is some flexibility with these because all of the Commissioners will be working to get these done. It may take additional research that is

not necessarily identified in assessment and policy. Therefore, these can be revised, if necessary. She said every one of the objectives has an element of policy.

Chair Bustamante said the Commission has to know if it is achieving its goals or objectives. She asked how will the Assessment Committee track the progress and determine what other measurements are going to be necessary to get us where we really need to be.

Referring to the Education and Coordination Committee, Chair Bustamante said the Commission will need to have a committee that is willing to help Commissioner Sopoci-Belknap with the website.

Chair Bustamante asked if there are any suggestions or modifications for the structure.

Commissioner Strongheart said he feels that the Assessment Committee could be merged into every ad-hoc “task-driven” committee; and that this would be an ethic of the Commission – that they will be able to assess what they are doing.

Commissioner Sopoci-Belknap said she agrees that this needs to happen but she thinks that there is some specific work that the Commission needs a group of people to do: one being that the Commission will need to create a framework for assessment, for example, is it going to be a scorecard or is the Commission going to set up a feedback loop; and the other is that the Commission needs to figure out how they are going to communicate this. The last thing is the capacity-building within the group and the gap analysis. Commissioner Sopoci-Belknap feels that the Commission needs a small group that would be charged with these tasks.

Chair Bustamante said this would be kind of like a third-party review.

Commissioner Sopoci-Belknap said even though the Commission has policy objectives this year for the first time, the Commission does not want to lose track on reporting on all the work that is happening in the community around sustainability. She said this is why the report takes so much energy and time.

Chair Bustamante suggested that the Commissioners look at the four areas and each Commissioner sign up for at least one of the ad-hoc committees.

The Commissioners were assigned to the ad-hoc committees as follows:

EMS Committee:	Green Development:
Camilla Bustamante	Kim Shanahan, Chair
Katherine Mortimer, Chair	D.H. Strongheart
Louise Pape	Tim Rogers
D.H. Strongheart	Katherine Mortimer
Regina Wheeler	

Energy Committee:
Joe Sehee (will be asked if he will serve as Chair)
Katherine Mortimer
Kim Shanahan
D. H. Strongheart
Craig O'Hare

Education & Outreach Committee:	Assessment Committee:
Bianca Sopoci-Belknap, Chair	Kim Shanahan
Camilla Bustamante	Katherine Mortimer
Katherine Mortimer	Bianca Sopoci-Belknap
D. H. Strongheart	

*The Chairs of the Committees will coordinate the meetings.

3. Commission skill/knowledge Gap Analysis

This agenda item was tabled until the next meeting. Commissioner Shanahan noted that energy is a skill that the Commission lacks; and has been a consistent vacancy on the Commission.

4. Update on Annual Progress Report for 2010

[Copies of the 2011 Environmental Report were distributed. A copy is hereby incorporated to these Minutes as Exhibit "A".]

Commissioner Pape said she has some comments. She said she feels an urgency about climate change and thinks the Commission has a responsibility to be very clear on that. For example, the cover page states environment-it should read *Progress Report for 2010*. Commissioner Pape and the remaining Commissioners were asked to provide comments or input to Ms. Mortimer.

5. **Report on Green Building Code Public Outreach Plan**
There was no report.
6. **Report on EMS for the Public Works Department Status**
There was no report.

ITEMS FROM THE CHAIR

Chair Bustamante announced that the Northern New Mexico College has funding/scholarships available for students who are interested in renewable energy. The students can do this at any of the six consortium schools. Then they can get into the program called the "Accelerate" Program that will start in July and they will have a career technical advisor who will make sure they have a job when they graduate.

ITEMS FROM THE COMMISSION

Commissioner Strongheart said he was approached by a retired engineer through a contact of the Water Conservation Committee; and his primary interest is the Living River Project and he asked him for help in creating an undeniable political argument for making a living river. Chair Bustamante said at the March 15th Commission meeting, Mayor Coss mentioned that the restoration of the Santa Fe River is one of his favorite projects and he explained that the upper Santa Fe River is protected under the Clean Water Act; however, the portion that runs through town does not have any protection. He said possibly this Commission could have a joint meeting with the River Commission to discuss this further; however, the Commission did not choose the river as a priority.

Ms. Mortimer said the Commission needs to look at whether or not they should have an Election of Officers (for Chair and Vice Chair) at the next meeting.

ADJOURNMENT

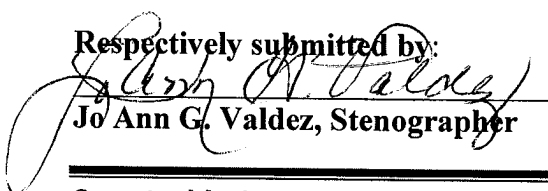
Schedule next meeting/ adjournment

The next meeting is scheduled for June 16, 2011 at 3:00 p.m. Commissioner Pape moved to adjourn, second by Commissioner Strongheart, the meeting adjourned at 5:05 p.m.

Approved by:

Camilla Bustamante, Chair

Respectively submitted by:


Jo Ann G. Valdez, Stenographer