

Arvada Sustainability Advisory Committee (ASAC) Minutes

November 12, 2025, 5:30 pm – 7:30 pm
 Hybrid meeting: City Hall, 3rd Floor CCR Room + Zoom Meeting
 Meet in PD lobby at 5:20 so staff can let you into the meeting

[Virtual meeting room LINK](#)

Meeting ID: 863 1885 2028 | Passcode: 603918

Membership Attendance:

Name, Role	Term Exp	Attendance	Name, Role	Term Exp	Attendance
Dar-Lon Chang, Chair	2026	X	Kristin Klipka, Member	2028	X
Kia Ruiz, Vice Chair	2027	A	Krystle Morey, Member	2026	X
Harriet Hall, Secretary	2027	A	Laurel Mattrey, Member	2026	V
Randy Moorman, Council Liaison	NA	A	Mark Jelinske, Member	2027	A
Aaron Coffeen, Member	2026	A	Michelle Martin, Member	2027	V
Alex Pray, Member	2027	X	Rachael Smallwood, Member	2028	X
Emma Boff, Member	2027	V	Marissa LaPorta, Member	2028	V
Haley Hall, Member	2028	X			
Steven Russell, Staff Liaison		X	Arvada Team Guests:		
Eric Lewin, Staff Liaison		V			
Jaqueline Rhoades, Staff Liaison		X			
X = Present, in person V = Virtual participant A = Absent					

Agenda

5:30 p.m. Convened at 5:31

- Land Acknowledgement
- *Approval of October 2025 minutes*
 - Krystle motioned > Haley seconded > unanimous approval by voice vote

5:35 p.m. Public Comment (3 min/ speaker)

- Michelle Deleary
 - Came to Committee to talk about 2 issues
 - Rodenticides:
 - Noted the proliferation of rodenticide black boxes used in both commercial & residential settings

- Rodenticides poison both the rodents and the animals that feed on them.
 - Noted evidence that it takes 1-3 poisoned mice to kill an owl
 - Birds of prey in the region are in decline
 - Predators hang out by bait boxes, catch lethargic poisoned rodents; then eat poisoned rodents as food
 - There's also a connection between rodenticide and mange in other animals
 - Open/uncovered trash cans in parks;
 - Barrels with trash bag seem like a cheap solution, but have a hidden cost
 - It's too easy for animals to get in looking for food and pull trash out
 - This then also attracts other vermin animals and exacerbates rodent problem
 - 2 solvable issues, not high tech
- Matt Gaskins
 - Wife on Human Services Advisory Committee
 - Offers support in decarbonization and sustainable programs, interested in getting more involved with ASAC and sustainability efforts
 - Personal project: landscape conversion; glad we have the turf conversion program with Resource Central

5:50 p.m. General Business

- Updates from Committee members
 - Alex: update from Arts & Culture Commission
 - Attended Arts & Culture Commission meeting on 11/5 and gave a preview of CASAP
 - Well received
 - Had some questions about approach to land use and position of not densifying every part of the city
 - Lots of folks snapping the QR for newsletter signup
 - Dar-Lon: which version of the outreach presentation?
 - Alex: Similar to presentation used with Festivals Committee
 - Alex: attended Denver Streets Alliance
 - #
 - Had a big plan that's a bit in limbo
 - Kristi: FRSC meeting + panel discussion update
 - Shout out to Steven; he led a great conversation
 - Potential for more targeted outreach and collaboration with this group in the future
 - The FRSC org is getting procedures down and figuring out how to run itself, so in a growing phase
 - Krystle: added that the Aquatic Center tour was awesome
 - Uncertain on how the center coordinates flushing time with other staff; didn't quite understand
 - #
 - Haley: Asked if Steven has shared the follow up questions with panelists
 - Steven: Yes, there was a pretty big list; sent it to the organizer and panelists, pending response
 - Kristi: Attendees were super engaged
 - Kristi: Newsletter update

- Good open rate and growing participation
 - Distribution to 404; 64% open rate; 8% click rate; 35 clicks across 9 tracked links
- Call for interest in working on newsletter; it's pretty easy; just put together a sustainable living tip and gather events
- Krystle: are you still looking for ideas?
 - Kristi: Yes
- Haley: Is there an archive of past newsletters?
 - Steven: No, but would be able to do this
 - Haley: Would like to avoid duplication; an archive will help
 - Kristi: can see past drafts in there currently as well, so you can see the thought process
- Discussed later, but moved here for minutes:
 - Kristi: Another thing we've been talking about: newsletter and web content in other languages
 - If anyone else speaks other languages, let us know; Kristi and Steven will begin to provide newsletter info in Spanish
- Haley: update on Scraps site tour
 - Surprised how small the site is; they have aspirations to expand operation
 - Kia had some connections to help them pick a larger site and expand operations
 - They use an aeration method (Aerated Static Pile) that was different from a traditional windrow (manual turning/aeration) method; ASP uses a pump and PVC pipe system that blows oxygen into the piles and allows them to more efficiently compost; compost a pile in as fast as 45 days
 - AP: CO offers various types of composting business licenses; they are currently on one of the small-scale licenses
 - They are currently maxed out on the current site
 - Trying to figure out the best way to grow
 - They've stepped back from residential subscriber pickup because this model is inefficient to pick up and it's a tough business model
- Dar-Lon: JeffCo sustainability commission update
 - 1 month in
 - They are hoping by January to narrow focus to 2-3 priorities for next year
 - An issue: multiple sub-committees implementing Climate Action Plan (CAP); they're not getting much done in subcommittees, so want to refocus efforts
 - Organics/compost facility listed as a high priority
 - JeffCo staff already working hard on other items, including:
 - Collaboration with schools on diversion programs
 - Engagement with municipalities on CAPs to help fill in gaps on what muni can do vs county
 - Has a budget for implementation of CAP, looking to hire 2 new staff members; when budget is approved they are hoping to double staff for JeffCo sustainability
 - Next month, students will present on what they see the County can do to support schools; there's a lot of opportunity here and students have ideas,
- Updates from Council Liaison

- New Council seated
 - Jacqueline: the swearing in ceremony was last night; it was great to hear from all the members of the new Council
- Updates from Staff Liaison
 - Jacqueline: Leaf event <https://www.arvadaco.gov/718/Leaf-Recycling>
 - We're seeing higher participation than ever; already over 1600 cars and 10 days left
 - Still totaling up all the rolloff and participant #s
 - Bumping the event a week this year seems to have increased participation
 - Goes through 11/22; M-F, closed on Sundays; Located at Stenger Sports Complex
 - Steven: Nametags and appropriate use
 - Steven led a brief discussion on appropriate use of ASAC nametags; as an insignia that affiliates with the City, need to be aware of this. Generally speaking, affiliation appropriate when acting on behalf of ASAC, but not when acting as an individual citizen (especially for political activity)
 - Committee agreed, this all makes sense.
 - Rachel: Should I consider this when wearing a hat with an Arvada logo?
 - Steven: No, that's different; the nametags connote an organizational affiliation
 - Steven: Coalition building with other committees
 - We've engaged with a few different committees by joining for public comment or getting on the agenda. Great strategic move for us to be building bridges. We've met with AFC, AAC, and TAC. Consider opportunities with: Parks, Housing, Building Code Advisory Board
 - Dar-Lon: Last year, presented to the Parks committee; they asked where they could see the plan; it was awkward since plan was still in development and not available; Should we still be giving a preview or should we wait until the plan is out?
 - Alex: Talking about items that are connected to the committee you are speaking too is ok.
 - Steven is not really worried about it at this time.
 - Alex: Sharing the QR code is a good option at this point.
 - Steven: FRSC meeting + panel discussion at Arvada Aquatics Center on 11/12
 - Others already discussed this during Committee updates; Steven has recording if anyone wants to see it, send an email.
 - Jacqueline: Graywater regulation update
 - 10/21 city team recommended Council opt out of allowing greywater systems in the city, for now, and continue to monitor what's happening
 - As a committee this may be something to keep on the radar and bring back up at a different time
 - Council approved the measure, but we want to keep ASAC informed and involved
 - A member of ASAC spoke in opposition to staff on this
 - Rationale:
 - In some cities these are growing in popularity but for Arvada there's very low demand; staff are aware of fewer than 10 across the City.
 - Cost/capacity considerations

- Cost/benefit- staff found this would be a high cost for low demand
 - Denver water contract says we can not reuse water and it's unclear whether greywater would jeopardize our contract
 - The DW contract supplies 75% of our raw water for the City
- Alex: What spurred the conversation?
 - Jacqueline: Legislative; State transferred responsibility to regulate to municipalities
- Krystle: Are there times where we're only taking water from DW, no other sources?
 - Jacqueline: yes
- Krystle: Expressed support of Arvada's call on this
 - This is a "shiny" issue, but when compared with priorities among other water conservation measures that can achieve our goals, this is high-cost, low-impact
- Alex also expressed support
 - The "bang-for-buck" is far less than other opps; makes sense not to open doors wide open and be strategic
- Steven: Xcel Partners in Energy update
 - Arvada is a "Graduate community" in PiE program
 - Scheduling a workshop with staff to revisit EAP recommendations and begin implementation.
 - Significant support available, mostly free to the City of Arvada
- Steven: Funding updates
 - Building Policy Collaborative Sub-award: 900k grant application for 2 FTE and software, submitted 10/30
 - Local accelerator: Couldn't find a good fit for Arvada, so we're passing on this opportunity
 - CO Energy Office, Building Code Adoption and Enforcement Grant: pursuing a potential collab with JeffCo to fund extra training and staff/community resources for implementing new building and energy code updates; due 11/28
- Steven: Waste hauling and diversion update
 - Fun update: Ridealong on Republic EV Truck this morning; really amazing technology! Arvada can explore this in contract renewal talks with Republic.
 - WDAP Update:
 - Council meeting on 10/28 was rough; here's what we heard:
 - Council questioned the validity of Pay-As-You-Throw program structures and challenged efforts to increase participation in the Arvada program.
 - Supportive of organics program (especially for seasonal yard waste)
 - Supportive of services for Multi-Family Housing and Commercial entities
 - Asked to return early 2026 to revisit the topic with new Council

- Currently strategizing on the best way to approach this and how it might affect timeline for CASAP
 - Waste hauler ordinance research, data collection and analysis effort
- Rachel: Surprised. Did ASAC miss something?
 - Steven: no; I wouldn't put responsibility on ASAC's shoulders for this. Waste hauling is just controversial in Arvada. Also, we anticipated pushback, especially on the strategy about encouraging PAYT with private haulers but didn't expect it to be quite as strong as it was.
- Alex: There was a lot of pushback on lack of historical data
 - Pre-program data doesn't exist because it wasn't required
 - Baselines were estimates and reports from expert consultants
 - Can't do a before/after comparison because we went from not requiring data to requiring data
- Public comment: there was an acrimonious tone set, starting with Marriott misunderstanding comments about recycling rate among community members outside the City program
- Steven: we have very incomplete data. Out of 17 licensed haulers in Arvada, we only received data from 2 junk haulers (not required to offer recycling) and 2 that provide curbside service; so the picture is very incomplete.
- Krystle: Did you get the feeling that Council did not want to support the strategies we presented and instead used the flawed data as a means to avoid supporting them?
 - SR: I can't really speak to Council's motives, but we did get tied up in data issues.
- Steven: Extended Producer Responsibility program update
 - Following EPR program and preparing for application, but still awaiting more info/next steps
 - We have some data gaps, but Circular Action Alliance has indicated they will consult with us and Republic on filling data gaps and we won't miss out in the meantime
 - Composition Study needed
 - Recycling data for just Arvada Program
- Steven: CASAP update
 - Staff input:
 - New staff input/additions collected from: Open Space, Emergency preparedness/resiliency, and HR
 - PM team review complete & full staff review started
 - New content:
 - Added metrics to all goals; still need to do some checking with staff, but we have coverage of all goals now.
 - Sustain Arvada update
 - Sustain Arvada is a much more comprehensive doc than what's on the website. Found the full document in an old paper copy of ASAC on-boarding materials; includes:

- Around 110pg with appendixes
 - Detailed action plans with targets/metrics, action steps, responsible staff, and funding considerations
 - Many of the goals are dated or pursued trendy sustainability topics of the time
 - A 2006 GHG inventory
- Adapting past GHG inventories discovered by staff
 - Context: in the last few months, staff have identified two GHG inventories conducted in 2015 and 2006. These were not included in the original CASAP development process, so Steven has been back-tracking to incorporate these into the CASAP.
 - 2015 inventory- got support from Lotus on bringing us closer to an apples-to-apples comparison despite different methods; received response recently and assessing
 - 2006 inventory just found last week in SA. Don't have the original data sheets, only the summary info included in SA. The totals are a little confusing in context; lower confidence in this inventory and doesn't help with baseline; given this and the fact that we don't have the original data, it's tough to see how to incorporate this one.
 - Committee suggested identifying the original contractor on 2006 inventory to see if they can help align the data, but otherwise Committee reached consensus that we should keep the 2015 inventory as our baseline
- Timeline for Council meeting
 - In interest of transparency, staff are reassessing the timeline and strategy for bringing CASAP to Council next year. Don't want to kick the can down the road any further than necessary, but need to be strategic on approach and how WDAP feedback plays into CASAP.
- Public Comment period
 - Survey drafted
 - Launch in first week of Dec.
 - Special bulletin will be sent announcing window on the newsletter outreach list
- Q: Why was the Sustain Arvada Doc not followed by ASAC?
 - Rachael: It was once available on the city's website.
 - Steven: The 5 page summary is still online, but couldn't find the full version; will work with Recorder Office to update this.
 - Steven: There was an implementation plan, but it has faded from the foreground. Some goals/actions in the doc have been implemented by Arvada staff and Council (i.e. LEED requirement for city buildings and the waste program).
- What is the plan to disseminate information about the document?
 - Arvada social media will be used and speak up.
- Steven: Guidance on bylaws updates and absences
 - Options for bylaws updates:
 - ASAC is empowered to make updates to the bylaws as we see fit.
 - However, Council will be approving new forms for Committee bylaws in early spring, which will override our existing bylaws and any

- amendments. ASAC should consider whether to update bylaws now or wait for Council update.
- Issues noted:
 - Clarity on absence policy
 - Virtual attendance not addressed
 - Missing an amendment from 2012
 - Nothing on forming or running subcommittees
- Follow up on absences discussion from October 2025 meeting:
 - ASAC is empowered to do a single motion & vote to excuse absences; we are empowered to interpret the results as deemed fit. Just need to be super clear on the mechanics of the motion that:
 - The Committee will vote to excuse all absences up to July 2025. The excuses will apply on an individual absence basis for each absence incurred, and will be applied to all Committee members.

6:45 p.m. New Business

- Three pending orders of business: Absences, December Special Meeting, Officer Elections
- Absences
 - Rachael motioned that *all absences from February 2025 - to July 2025 be excused on an individual per-absence basis.*
 - Alex seconded; no discussion; voice vote: unanimous
- December Special Meeting Discussion
 - Dar-Lon: We don't normally have a meeting in December; propose having a virtual special meeting; big part of the meeting would be to have elections.
 - Rachael: Would there be a holiday party, like normal?
 - Dar-Lon: yes, but virtual. We would also cover CASAP outreach planning
 - Steven offered to lead the committee in virtual party games/activities; has done this before and it was a great time.
 - Discussion moved to plan for officer elections
- Officer Elections Discussion
 - Dar-Lon: we are overdue for elections; don't want to further delay, which will decrease length of term; looking to have elections in December at special meeting
 - Alex: What's the normal term?
 - Steven: Sept 1 to Sept 1
 - Steven: recapped options to vote that follow Roberts Rules
 - Options:
 - Vote format: open ballot vs secret ballot:
 - Open: Vote by mail or roll-call vote
 - Secret: Zoom polls feature (all online) or paper votes (all in-person); can do Zoom polls in hybrid setting as well, but it's complicated to administer
 - Proxy votes: option to allow members to assign a proxy (allowing another member to vote on their behalf)
 - Another complication to administer; Steven will figure out how to do this if needed

- Absentee voting:
 - Steven: This is an option as well, but will likely mean multiple votes over multiple days if we have to do runoffs and multiple office elections. Also- it's not a secret ballot because COA emails are subject to CORA.
 - Krystle motioned to *hold special virtual meeting on December 10, and have the first item on agenda be elections on officers*
 - Discussion:
 - Dar-Lon: Did the new Council-developed bylaw forms describe a pathway for Committee Members to "move up" the hierarchy in officer positions?
 - Steven clarified that staff made a comment around "promoting" up the hierarchy during discussion with Council, but this was an observation that Committee Members may tend to do this, not describing a policy or requirement in the bylaws.
 - Steven added that staff did recommend in the bylaws update that Officers change every year (not allowing incumbents to run for the same office a second year). The intention of this provision is to implement a "cool off year" before running for/holding a Committee Officer Position again.
 - Kristi: What is the term limit for Officers?
 - Steven: The only term limit in bylaws is the 12 years total (4x 3-year terms) for all Committee Members
 - Rachel: Would rather have the traditional in-person ASAC holiday party
 - Alex seconded; passed by voice vote, with 1 dissenting vote (Rachael)
- Parking Lot
 - Discussed purpose and utilization of parking lot as a meeting tool:
 - Kristi: sometimes when we're talking about things as a group we can get sidetracked,
 - Michelle: When you put something in parking lot it should go into the agenda next time
 - Steven: We could utilize any leftover time at the end of a meeting to discuss parking lot items
 - Kristi in favor of using Trello to organize these; likes setting clear action items and knowing what to do; having a place to track initiatives would be nice
 - Steven will create a parking lot and share link
 - Items in parking lot:
 - Emma: Sub-committees... discussion?
 - Dar-Lon: Sub-committees can be a good thing to do, but without clear goals and plans, this can be problematic. Do we have current items we want to build a sub-committee around?
 - Krystle: Newsletter? Kristi is running this solo, it's a good place to start because the newsletter has a cadence with clear deadlines
 - Alex: questioned whether a subcommittee triggers an open meetings requirement
 - Steven will investigate. The requirement for Open Meetings does likely apply here; it may just be a matter of needing to

post sub-committee meetings publicly and allow space for public comment

- Alex: Partnerships/outreach
 - presenting preview to other groups ; is anyone available next Wednesday to do housing? Alex has previously provided comment on land use/zoning issues; they're receptive, so this would be a good one to address
 - Dar-Lon: Could Rachel do this?
 - Krystle can be a backup for this
 - What about parks? They meet at the same time as ASAC
 - Dar-Lon: We met them last year and they were engaged
 - Kristi: What about making a 1-pagger for parks?
Can make it something more widely applicable to other purposes too.
 - Steven can do this
 - Dar-Lon: This was a business-heavy meeting. We're laying the groundwork for the next few months; all this work will make a big difference in climate action and sustainability for Arvada. Although next meeting will replace holiday party, we will make it exciting and fun
- Kristi motioned to end the meeting early
 - Krystle seconded; unanimous voice vote

7:30 p.m. Adjourned at 7:19