



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

I. Meeting Minutes

Sustainability Advisory Board

Wednesday, December 17, 2025

6:30 PM

1. Call Meeting to Order

- Called to order by Karen

2. Roll Call and Verification of Quorum

- Present: *Mackenzie McClaskey, Karen Winkler, Rick Kattar, Kathleen Teal*
- Absent: *Art Henderlong, Anne Walsh, Renaldo Grami*

3. Approval of the Agenda

- Mackenzie motions to approve, second by Rick and Kathleen, approved

4. Approval of Previous Meeting Minutes

- November meeting minutes Kathleen motions to approve, second by Rick, approved

5. General Business

A. Council Member Updates

- a. No updates

B. Staff Liaison Updates

- a. Have been awarded the Denver grant from EPA and will use consultants for in house staff. Would explore net zero building codes. Put funding requests for LEED certifications and training. Rick asks if there is concern with that funding being pulled, Eryka says these are already protected because the money was granted during the Biden era.
- b. Lot of code discussions, like energy conservation and building codes. State has developed its own code called the LECC (low emissions and carbon code) which means municipalities that don't have a code will adopt the state code.
- c. An additional charger at the church lot and one at Schofield. 7 more ports going in at Town Hall.
- d. EPR plan was finalized, looking to see if the funding can be split so that some goes to Boulder County.
- e. Need newsletter topics for 2026.
- f. Approved for a second capstone group. They will determine what's next for resiliency for the Town of Erie.
- g. Environmental Services department is moving to Town Hall in Feb. Still unknown what will happen to things like the SAB shed. Facilities is moving in.
- h. Hosted agrivoltaics webinar and the recording will go to SAB members soon.

C. Advisory Board Ordinance Repeal & Reenact

- a. In Nov, all advisory board ordinances were repealed and a new one reenacted to make them all match.
- b. There are changes to advisory board terms. Mackenzie, Renaldo, Art and Anne were

- supposed to end in '28 but will now end in '27 to align with the staggering of appointments.
- c. All current board members will need to reapply. Appointments will open in January. Votes will be during the March meeting.
 - d. Officer appointments are only for a year. Those roles are assigned during the first meeting with the new full board.
 - e. Bylaws must be drafted and approved by Town Council. Still getting clarification on that since we were moving away from bylaws.
 - f. We will only do one annual report rather than biannually.
 - g. Operational procedures were specifically excluded so that if the meeting time changes then you would not need to update the ordinance.
 - h. Karen also noticed that it did not specify that meetings had to be in person.

D. SAB Terms & Attendance

- a. Already talked about the terms. Wanted to have a broader discussion about attendance. How do we effectively navigate being part of this board and have outside obligations?
- b. Michelle will come in Jan to present at our next meeting which is why Karen sent us a packet of everything we would be discussing prior to the meeting. When someone cannot attend, they can still look at the packet and provide feedback on it.
- c. Mackenzie asks if we could have an action item on every agenda to check in that people can make the next meeting. Karen says giving as advanced notice as possible is ideal in the cases of not being able to attend. Having a group calendar would also work – when activities we have coming up occur as well as meetings and who can attend.
- d. Rick says he liked using the poll to commit to a date and make it work for purposes of making a vote. Rick says we could attempt to make the rules allow for virtual attendance and we wouldn't have an issue. There are not high hopes for that to change.
- e. Eryka also says that there was so much money put into the new building that bringing people back to in person would merit that cost.
- f. Rick says we should only miss one meeting once a quarter. The room agrees that seems reasonable.
- g. More to be discussed in January meeting.

E. Remaining 2025 Expenditures

- a. We have \$899.57 left and are completely out of swag. We need items delivered by December 31st, not just purchased by then. Promotional Items should focus on changing people's behavior.
- b. The dishwasher tabs were already purchased; 1200 units at 38¢ each. This year we will be doing recyclable kraft pillow box. \$530.67 was spent on those.
- c. Mason Jars & Silicone Sleeves for approximately \$384 are an option.
- d. Growables planters would not arrive in time.
- e. Laser cut promo items like keychains, not sure on price.
- f. Swedish dish cloths are too expensive and the canvas zipper bags were no longer available and replacements could not be found.
- g. Sustainability purchased black totes.
- h. Mackenzie suggests the following options:

Item	Cost	Price per item
Native Wildflower Seed Packets		Seed cost dependent
Native Seed bombs in paper packets	Clay ~\$2 (bentonite clay kitty litter), compost & seeds	Seed cost dependent
Reusable Water Balloons	\$90 for 13 sets	\$7 per set
Toilet Leak tablets		21¢ - 25¢
NFCs for trash audit app	\$40 for 240	17-25¢
RTD Day passes		\$5.50
Outlet insulators/gaskets		17¢
Bike Lights		\$1-\$3
Reflective Snap Bracelets		45¢

- i. Sustainability will purchase the toilet leak tablets, since water conservation is part of their program.
 - ii. Mackenzie demoed the <https://trash-audit.web.app/> she vibe-coded which we could then encourage residents to use via NFCs for quick and easy tracking of their trash throughout the year. These can be purchased in the form of stickers as well.
 - iii. As an aside, Mackenzie has also cancelled trash collection to see if she her family can get away with relying solely on the free landfill days twice a year. Tracking her trash for the last year has led her to believe she can fill one trash container every 6 months.
- i. \$368.90 remaining in our budget for the year.
 - j. Kathleen motions to approve remaining budget for materials for seed bombs, which would be \$42 for the seeds plus \$2 for kitty litter. Approved.
 - k. The yarn necessary to make Reusable Water Balloon sets is decided to be purchased next year when we know for certain that they would be delivered by the financial deadline of the calendar year.

F. Board Member Updates

- a. Prior action items
 - i. Eryka was going to give cost of the honey jars. We are changing beekeepers so tabled for now.
- b. New updates
 - i. EPR is approved, no litigation Rick is aware of to stop it, expected to move quickly (not necessarily smoothly). Looking to have a deal for the MRF in Boulder in June. Rick thinks we need to figure out how to recover the plastic film of meat packaging since we need to recover that with chemical recycling.

6. Adjournment

- Adjournment at 8:16pm, next regular in person meeting is Wednesday, January 7, 2026 @ 6:30pm.

