

**TOWN OF MOUNTAIN VILLAGE
GREEN TEAM COMMITTEE MEETING
TUESDAY, AUGUST, 2020, 2:00 PM
TO BE HELD REMOTELY VIA :
[ZOOM MEETING](#)
(see login details below)
DRAFT AGENDA**

Agenda Item	TOD	Time Requested	Presenter	Type	Title
1	14:00:00		Jett		Call to order
2	14:00:00	::5	Jett	Action	Approval of the July 14, 2020, 2020 Green Team Committee Meeting Minutes
3	14:05:00	::5	Follen	Informational	Town Clean Up Subcommittee Update
4	14:10:00	::5	Berry	Informational	Composting Subcommittee Update
5	14:15:00	::5	Berry	Informational	EAP Partnership - future
6	14:20:00	::10	Jett	Budget Worksession	Zero Waste Green Team Initiatives Work Plan Organics Collection Reduce Paper in Hospitality Refuse, return, design out waste Glass Grinder
7	14:30:00	::10	Johansson	Budget Worksession	Consideration of Planet Over Plastics Business Outreach
8	14:40:00	::5	Jett	Budget Worksession	Consideration of Creation of "Simple Solar" residential program
9	14:45:00	::10	Knox	Budget Worksession	Consideration of adding a Farm to Community Composting Program
10	14:55:00	::5	Greenspan	Budget Worksession	Consideration of Expansion of Community Composting Program
11	15:00:00	::5	Jett	Budget Worksession	Consideration of creating a PT Sustainability Coordinator position
12	15:05:00	::15	Jett	Budget Worksession	Consideration of Proposals for 2020 Green House Gas Inventory Data Collection
13	15:20:00	::15	Ferguson	Informational	Lotus final presentation of Climate Action Plan to be presented at the August Town Council Meeting
14	15:35:00	::5	Jett	Informational	Discussion of adding EV chargers to new construction
14	15:40:00		Jett	Informational	Items for Consideration: A. Snowmelt options for Chondola walkways B. San Miguel Watershed Coalition Update C. Beaver Issue D. Finn Kjome to speak about Mountain Village water E. Adopt a Highway F. 2020 January – March: 1st Quarter Green Team Quarterly Report. Present in APRIL G. 2020 April – June: 2nd Quarter Green Team Quarterly Report. Present in JULY H. 2020 July – Sept: 3rd Quarter Green Team Quarterly Report. Present in OCT I. 2020 Oct – Dec: 4th Quarter Green Team Quarterly Report. Present in JAN J. Ordinance and Initiative Timeline K. Forest health - infestation? Blowdown Management? L. Review Bruin Contract - 6 month review due Feb 2021. Need reports by JAN meeting M. Weed Management
15	15:40:00	::5	Jett	Informational	Other Business
16	15:45:00	::5	Jett		Adjourn
					JOIN THE GREEN TEAM MEETING VIA ZOOM
					Join Zoom Meeting
					https://us02web.zoom.us/j/81281017356?pwd=aHd0VExhN0pJWWpra29tOVJZeXRoUT09
					Meeting ID: 812 8101 7356
					Passcode: 445442
					Find your local number: https://us02web.zoom.us/j/kc0oTGaHxq

**TOWN OF MOUNTAIN VILLAGE
MINUTES OF THE JULY 14, 2020
GREEN TEAM MEETING **DRAFT****

The meeting of the Green Team Committee was called to order by Cath Jett on Tuesday, July 14, 2020 at 2:04 p.m. via Zoom.

Zoom Attendance:

The following Green Team Committee members were present:

Cath Jett, Chair and Mountain Village Resident
Jonathan Greenspan, Vice Chair and Mountain Village Resident
Heidi Stenhammer, Secretary and Telluride Mountain Village Owner's Association
Jeff Proteau, Telluride Ski and Golf Company
Patrick Berry, Mountain Village Town Council
Marti Prohaska, Mountain Village Town Council
Inga Johansson, Alternate Seat

The following Green Team Committee members were absent:

Mike Follen, At Large Member

The following were also in attendance:

Julia Ferguson, Lotus Engineering
Rachel Meier, Lotus Engineering
DeLanie Young, Town of Telluride
Tyler Simmons, Eco Action Partners
Kim Wheels, Eco Action Partners
Zoe Dohnal, Town of Mountain Village

- Agenda Item 2- Executive Session for the purpose of negotiations pursuant to C.R.S. 24-6-402(4)e

On a **MOTION** by Jonathan Greenspan and seconded by Jeff Proteau, the Green Team Committee voted unanimously to enter executive session at 2:04 p.m.

On a **MOTION** by Jonathan Greenspan and seconded by Patrick Berry, the Green Team Committee voted unanimously to end the executive session at 2:16 p.m.

- Agenda Item 3- Consideration and Approval of June 9, 2020 Green Team Committee Meeting Minutes

On a **MOTION** by Marti Prohaska and seconded by Jonathan Greenspan, the Green Team Committee voted unanimously to approve the June 9, 2020 meeting minutes as presented.

- Agenda Item 4- Julie Ferguson from Lotus Engineering Presentation of Climate Action Plan

- **NEXT STEPS:** Julia Ferguson presented this item to the committee and discussion took place.
- [The Climate Action Plan can be viewed here.](#)
- [Presentation notes from Lotus can be read here.](#)

➤ Agenda Item 5- Review of Zero Waste Survey to Determine Future Projects

- **NEXT STEPS:** Cath Jett presented this item to the committee and discussion took place.
- The committee selected organics collection, paper use reduction in hospitality and refuse/return/design out waste as the “big three” to focus on over the rest of the year.
- Hospitality industries are already reducing paper use due to COVID-19 however, when it’s over, a proactive approach will need to be taken to intercept the practice of resuming the use of paper.
- The future of the free box was raised but because this is a Town of Telluride operation, the Green Team does not have any jurisdiction over it. DeLanie commented that the Free Box will most-likely resume post COVID-19 however, the location may change due to complaints by the owner of the building adjacent to its current location.

➤ Agenda Item 6- Continuation of 2020 Contract with Eco Action Partners

- **NEXT STEPS:** Cath Jett presented this item to the committee and discussion took place.
- Staff asked that we look at the contract and consider suspending it for the rest of the year to be fiscally responsible.
- After consideration of the big three zero waste items, issues relative to COVID-19 and Town Council initiatives, it was determined it best to suspend the contract.
- Eco Action will get the 10% as per the contract, continue to work on GHG and will be kept involved in the budgeting process going forward.

On a **MOTION** by Jonathan Greenspan and seconded by Heidi Stenhammer, the Green Team Committee voted unanimously to immediately suspend the Eco Action Partners 2020 contract.

➤ Agenda Item 7- State Updates:

- **NEXT STEPS:** Jonathan Greenspan presented this item to the committee and discussion took place.
- The End Use Market bill passed through the Colorado assembly SB20-055. The bill allows that an organization be created to help recyclers find current and new markets for their bulk product. Will be funded by the state.

➤ Agenda Item 8- Town Clean Up Subcommittee Update

- **NEXT STEPS:** Cath Jett presented this item to the committee and discussion took place.

- Mike will be organizing a subcommittee meeting for this month.
- Zoe asked that the event application be submitted to her soon.

➤ Agenda Item 9- Composting Subcommittee Update

- **NEXT STEPS:** Jonathan Greenspan presented this item to the committee and discussion took place.
- The company manufacturing the composters was hit with a COVID-19 scare at its factory and had to halt operations which has delayed the shipment of the next round of composters.

Other Business:

Recycle Colorado's annual summit will be held virtually on August 25th and August 26th. More details and registration information can be [found here](#).

There being no further business, on a **MOTION** by Jeff Proteau and seconded by Jonathan Greenspan, the Green Team Committee voted unanimously to adjourn the meeting at 3:42 p.m.

Reminder:

The next Green Team Committee meeting will take place on Tuesday, August 11, 2020 at 2:00 p.m. via Zoom.

Respectfully submitted,

Heidi Stenhammer

Secretary
Mountain Village Green Team



AGENDA ITEM #6

DATE: August 11, 2020

TO: Green Team Members

FROM: Cath Jett, Chair

SUBJECT: Review of Zero Waste Initiatives

For the budget discussion, we are looking at how we can incorporate the Team's Top 3 Zero Waste Actions from the 2016 plan.

Following is a brief description of each item to consider.

Organics Collection:

There are currently no collection programs for organics in the region. As organics represent 38% of all materials currently discarded, this is clearly the largest service gap that needs to be filled for the region to move towards Zero Waste.

A hierarchy for organics use²¹ should be considered that prioritizes the use of discarded food as follows:

- ◆ Prevent food waste
- ◆ Feed people
- ◆ Convert to animal feed and/or rendering
- ◆ Compost

Reduce Paper in Hospitality:

To reduce the use of paper in the hospitality industry, there should be a review of what types of papers are produced in which locations, then evaluate whether an electronic transaction could replace the paper transaction. This would also demonstrate the ingenuity of the region to tourists and impress them as to the commitment to operating with a minimum of paper wasted.

Refuse, Return and Design Out Waste

1. Develop a web-based directory of businesses that will takeback products and packaging that are difficult to reuse, recycle, or compost locally.
2. Encourage businesses by policies and incentives to take back their products and packaging and to reduce the volume and toxicity of wastes by redesigning manufacturing processes.
3. Develop a Shop Smart Program that encourages residents to buy reusables, recycled, and durable products.
4. Allow all legal documents to be filed online without the use of paper.
5. Support the Sheep Mountain Alliance Plastic Bag Ban unless all major users of such bags voluntarily phase them out by a target date.
6. To reduce the use of paper in the real estate industry, all the realtors should join together to create a single directory for available residential properties for sale, a single directory for available

residential properties for rent, and a single directory for available commercial properties for sale or rent. This would eliminate a lot of duplication of dueling individual company real estate directories, be more cost-effective for realtors, and dramatically decrease the use of paper.

Please consider if these items are still up for discussion and how you think they can (or can't) be achieved.

Planet Over Plastics Budget Proposal

Introduction

It has been over a year since the Town Council passed the Single-use Plastic Reduction Resolution ([Resolution No. 2019-0718-13](#)) and 8 years since the Town of Mountain Village adopted the Zero Waste Action Plan.

In the last 6 months, we have struggled to get the Planet Over Plastic Initiative off the ground. Volunteer efforts have been sporadic and incomplete, with business buy-in low and overall change minimal. As the chair, I find myself searching for proper guidance and expertise to impact lasting and meaningful change within our community. Trash from our community continues to mount and be shipped to local landfills in alarming amounts. After visiting local businesses, we find plastic is still prevalent in the majority of them. This initiative needs priority, focus and resources to achieve success.

Opportunity and Vision

After countless hours of research and networking, I found successful companies and municipalities around the country and world who are taking bold and decisive steps to alter their waste problems. Many of these programs have partnered with consulting firms to successfully achieve their zero-waste mission and transition to reusable solutions. Just as Lotus has given our carbon reduction mission direction and strategy, collaborating with a consultant in the zero-waste field would provide the direction, focus, time, and detail we need for this initiative to take flight.

What do these firms provide that our volunteer efforts cannot?

- Direct experience and success to build upon transforming businesses and entire municipalities away from plastic and towards a zero-waste vision
- Focus and time to evaluate, train our team and directly implement change
- Resources, partnerships, and affiliations on a national and international scale
- Ability to produce cost saving analysis for business and accredited incentive programs to promote business buy-in

Objective

Select a consultant that aligns with our vision to get the plastic reduction initiative and overall zero-waste mission off the ground by:

1. Compiling detailed data and assessing current difficulties and issues for initiative and local businesses
2. Implementing pilot program to train our team and build a detailed functional initiative
3. Collaborating directly with businesses to transition them away from single-use plastic, reduce waste and model transition potential for a community wide cultural shift

Timeline

August/ September 2020: Review proposals, set up additional inquiry session and select a firm that aligns with our vision and mission

TBD: Begin initial phase of data collection and training

TBD: Carry out pilot programs with detailed training, collateral, and incentives for individual business to transition away from single-use plastics

Proposals

Firm	Website and Specific Focus	Budget	Proposal
Planet Purpose Solutions	https://www.planetpurposesolutions.com/ *Focus on detailed business assessment and buy-in *Broad Zero-waste scope * Implementation for 8-12 early adoption pilot businesses	\$15,000/ 5-month Initial Phase	Submitted
Rethink Disposable	http://www.rethinkdisposable.org/ *Focus directly on food ware and implementation of reusable solutions *Extensive training for local consultant *Outreach 6 business and extensive certification of 1 pilot business	\$10,613/ 1 year of training and support or \$90/ hour for individual business certification	Submitted
Confluence Sustainability	https://confluencesustainability.com/ *Expertise in tourism-based and ski area communities within the state *Sole proprietor using partnerships to reduce costs for businesses and municipalities	TBD	Waiting for submission
Upstream	https://www.upstreamsolutions.org/ * Focus on policy changes and guiding municipalities in implementation of local ordinance	TBD	Waiting for submission



AGENDA ITEM #8

DATE: August 11, 2020

TO: Green Team Members

FROM: Cath Jett, Chair

SUBJECT: Creation of a Simple Solar Program

At their July 16th meeting, the Town Council requested that the Green Team review and revitalize the Residential Solar Incentive program.

After that meeting, I reached out to Councilperson Peter Duprey to discuss what his vision for the program is.

Federal Solar Rebates have been declining over the past few years and in 2022, rebates will be eliminated. In addition, the current administration has placed tariffs on Chinese manufactured goods. Most solar panels currently come from China and a tariff on solar panels was not exempt. However, the cost of solar panels from China has been decreasing thereby offsetting the tariff somewhat.

Mr. Duprey would like to make it as easy as possible for homeowners to take advantage of federal government incentives before they sunset next year.

We are suggesting that the Green Team put together a packet of lenders, installers, Town Applications, rebate applications, and any other pertinent information that would make adding solar “one-stop shopping” for a resident.

The preference would be to waive any TMV application fees for such a project and to continue a specified amount as a residential solar rebate. The council should determine the cap for 2021.

To create a packet it might require creating an RFP process to secure lenders and installers.

It would also require working with the Town’s Planning Department or a Sustainability Coordinator to manage the program.

For further information, please review the following links.

[SMPA Renewable Rebates](#)

[The federal solar tax credit: all your questions answered](#)

[Alpine Bank Green Lending](#)

[NREL PV Watts Calculator](#)

Memo

To: Mountain Village Green Team
From: Heather Knox & Samantha Andrews
Date: August 6, 2020
Re: Farm to Community Food Program Composting Proposal

Note from Heather: I am an extremely grateful MV Farm to Community Food Program participant (Thank you!) and someone who is dedicated to composting. I fully believe composting would further enhance this tremendously valuable program.

This spring, as the 2020 Farm to Community Program was kicking off, I approached Samantha Andrews to ask if she would be willing to take my compost for the time during the program. Sam agreed to, and then she turned it around on me. Sam was aware of my overall interest and success with composting systems: The Town of Ophir composting system that I developed and secured funding for through a CDPHE RREO Mini-Grant, and my involvement with the Butcher & Baker composting system, which was funded through the Town of Telluride Green Grants Program. Sam thought a system similar to the Butcher and Bakers could actually meet the composting needs of everyone in the program (and possibly additional MV residents), as well as help the Program by creating high quality soil. After discussing strategies, Samantha and I are pleased to suggest the following composting proposal for the Farm to Community Food Program. Thank you very much for considering!

The Mountain Village Farm to Community Food Program is a very generous, healthy food program for families with children, living in deed-restricted housing, and lower income individuals. The nominal fee for the program is very affordable for the full season, so the group of participants is (likely) very appreciative, and committed. Because of this, this group could be looked to as a test group to train on waste reduction and sustainable behaviors.



Overall, the structure of the Farm to Community program meets the goals of Reduce & Reuse. The final step that could be consider is Recycle/Compost!

- ✓ Reduce: By providing vegetables and proteins directly from the farmers/ranchers/bakers, the program is inherently low waste; it avoids excessive packaging and the packaging required for long-distance shipping.
- ✓ Reuse: Each week families are asked to bring reusable bags and other bags as needed to pick up their items. Additionally, they are accepting egg cartons that are still in good shape for reuse. Overall, the program meets the goal of reuse.
- ✓ Recycle/Compost: The extensive fresh vegetables, bread, and eggs are wonderful! These create abundant organic waste, which is ALL recyclable/compostable. Developing a composting system for the 80+ families, and possibly all residents in the 222 units of VCA, would further decrease the program's carbon footprint. Composting would significantly reduce the waste generated by the program, AND educate participants on the benefits of composting, and what/how to sort compostable waste.

Recommended Farm to Community Composting System

1. First Choice: Pro-Tainer Organic Waste Collection Trailer (8- or 15-yard capacity)

Rather than committing all of the labor, oversight and management, as well as the land/space required to successfully operate our own Mountain Village composting system at 9500+’ elevation with numerous black bears and other animals that get into the trash, we are pleased to propose a composting system like the Butcher & Baker’s.

The Butcher & Baker Restaurant applied for and was awarded a Telluride Green Grant to purchase an 8-yard Pro-Tainer Composting Collection Trailer; Telluride Green Grants are funded by the Town of Telluride’s Renewable Energy Mitigation Program. The Pro-Tainer trailer is bear-proof, and it is parked behind the Butcher & Baker restaurant. The Butcher & Baker collects all of their organic waste in the trailer and then transports it every few weeks to their family’s farm in Montrose, CO where many of the vegetables for the restaurant are grown.

Transporting organic waste from the Farm to Community Program (and possibly other MV residents who want to participate), to the farms that grow the food for the program is a win-win. These farms already have successful composting operations on their farms; they are located at a lower elevation, so the composting process is faster, and there are less issues with bears and other animals. The Butcher & The Baker have been very pleased with the organic waste collection trailer. The price for the 8-yard shown in the Pro-Tainer bid is \$11,300. Pricing for both trailers includes decals to “brand” the trailer and shipping/transport to Telluride area. The second larger size up, which is 15 cubic yards, is also shown on the Pro-Tainer bid. The 15-yard trailer has a larger axel, and is longer. The cost for this is \$12,690. Either trailer could be stationed in the parking lot of Village Court Apartments, or elsewhere to serve the VCA housing facility and other Mountain Village residents.

The trailer could be pulled to Norwood weekly during the Farm to Community Food Program season, and we suggest possibly one of the Mountain Village employees who lives in Norwood and uses a MV work truck who drives to and from Norwood, return it, or possibly the Mountain Village employee shuttle? This transportation could possibly continue once the Farm to Community Food Program ends for the season. Obviously, the exact details would need to be worked out with the employees impacted. Communication would also need to be provided on which day of the week the organic waste collection trailer would not be available for residents to dump.

In addition to the trailer, it is suggested that an educational campaign would be provided to ensure only compostable waste is included, and to outline the value and environmental benefits of composting. Developing a required “commitment” for the participants to sign/agree to, that outlines the acceptable waste, and any special procedures, is recommended.

2. Second Option: Green Mountain Technologies, Earth Cubes

The second option for composting does not seem as desirable, because it requires much more physical work, management, and indoor space. This system is the same as the composting system that the Town of Ophir uses: Green Mountain Technologies, Earth Cubes. Due to bears, Earth Cubes must be stored in an enclosed, locked area. Each Earth Cube holds approximately 1.4 –yards. There are approximately <200 residents in the Town of Ophir. Ophir initially started with 2 Earth Cubes, but they quickly had to upgrade to 4 Earth Cubes, because they were filling the units much quicker than the 30 days required for them to sit/locked once full. Additionally, other indoor space is required to for the compost to “cure” after the 30 days each Earth Cube is locked.

I secured the Town of Ophir’s first two Earth Cubes through an CDPHE RREO Mini-Grant in fall of 2018. 2020 was going to be another year for RREO Mini-Grants, but that just recently got abolished due to policy changes at the State level.

In 2018, each Earth Cube cost right around \$8,500. Similar to Ophir, Mountain Village would likely need 4 Earth Cubes, for a total of approximately \$34,000. There are also larger Green Mountain composting units available. If this is a something the MV Green Team would like to pursue further, I would be happy to secure a formal quote from Green Mountain Technologies.

Thank you to the Green Team for considering these options for composting for Farm to Community Program participants and possibly other MV residents. I would love to be able to continue to compost my organic waste year-round. Thank you.



1301 36TH AVE WEST
 PO BOX 427
 ALEXANDRIA, MN 56308

PROPOSAL

Date	Estimate No.
8/6/2020	3319

Bill To
 Heather Knox
 Telluride, CO 81435

Ship To
 Heather Knox
 Telluride, CO 81435
 970-729-3362

Terms	PO
20%/PrePay	

Item	Description	Qty	Rate	Total
PROT03-03	Pro-Tilt Trailer, 3k, 8yd, Single Axle Sealed Back Door Bear Proof Lids Decals	1	11,300.00	11,300.00
PROT06-15	Pro-Tilt Trailer, 6k, 15yd, Single Axle Sealed Back Door Bear Proof Lids Decals Price delivered to Telluride, CO	1	12,690.00	12,690.00

I have examined the above information on equipment to be purchased from Pro-Tainer, Inc. and find this information to be correct. This form must be signed and returned to Pro-Tainer, Inc. before production will begin on this equipment. Proposal valid for 30 days.

Signature: _____ Date: _____

Subtotal	\$23,990.00
Sales Tax (0.0%)	\$0.00
Total	\$23,990.00

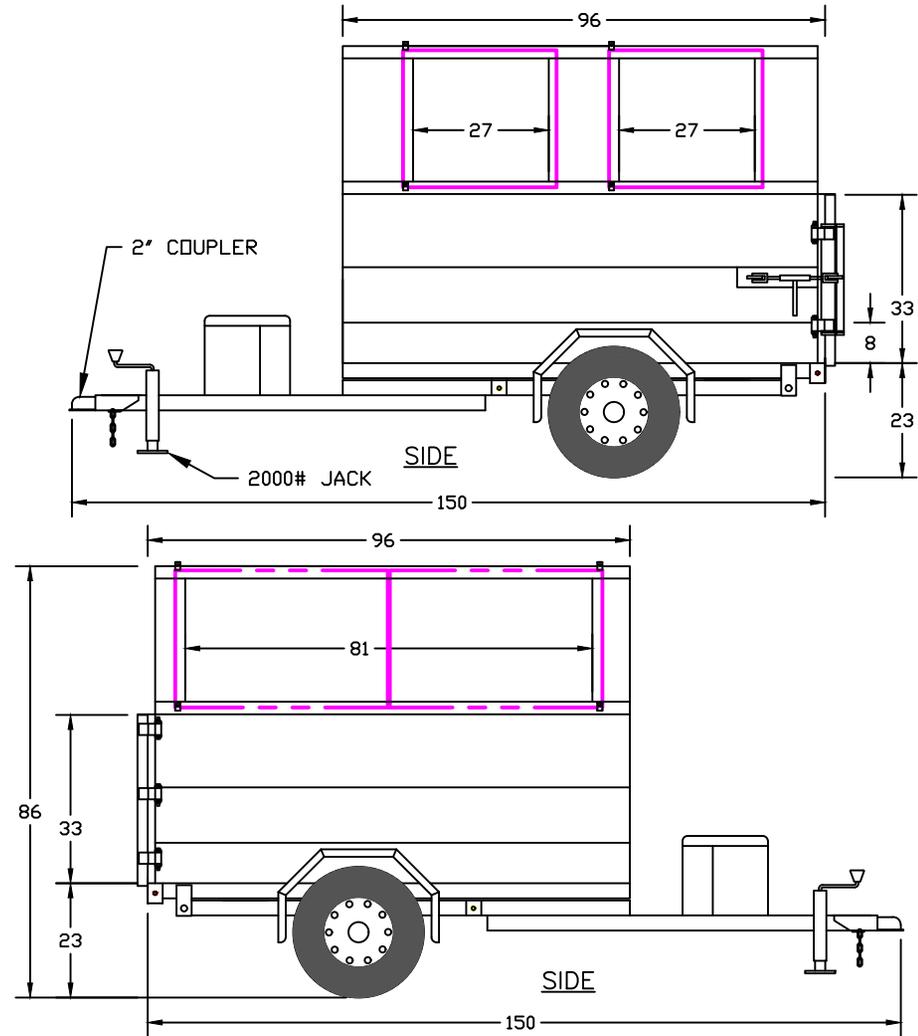
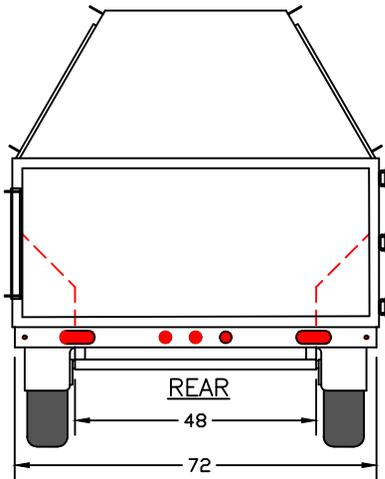
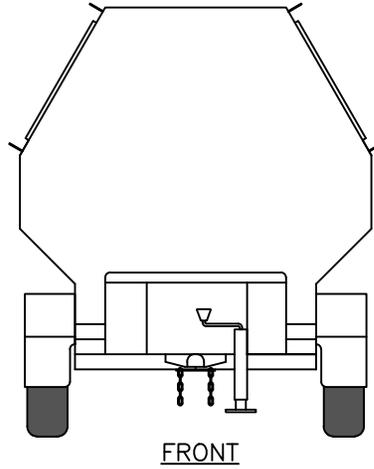
ACCEPTED BY: _____

(TITLE) ON _____
(DATE)

FOR: _____

COLOR: _____

SIGNATURE: _____



PROT-0308

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It's How You Haul It!
1301 36th Avenue West
P.O. Box 427
Alexandria, MN 56308
protain@protainer.com
1-800-248-7761
320-763-7550
Fax: 320-763-7667
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SCALE	1:16	DRWN BY	B Holm
		PAGE	1 of 1



AGENDA ITEM #11

DATE: August 11, 2020

TO: Green Team Members

FROM: Cath Jett, Chair

SUBJECT: Creation of a Part-Time Sustainability Coordinator Position

The focus of the Green Team is moving toward the Zero Waste program that was adopted by the Town in 2016. Several new programs are currently being considered for the 2021 budget and could be managed in-house to maximize their contribution to the Town.

Some of these programs that the Green Team is considering include:

- Plastics Film Recycling
- Plastic reduction and re-designing out waste for businesses
- Reducing paper in the hospitality industry
- Simple Solar
- Composting

Most of these programs will require some sort of day to day management to assist with answering questions, completing applications, managing applicants' participation, enforcement, and so forth.

It has been suggested that we propose the creation of a Part-Time Sustainability Coordinator to manage such programs to Town Council.

This could be accomplished by reallocating some of the funds for EcoAction Partners. While their assistance would still be necessary to manage some of the regional activities - Green House Gas Inventories, for example - it may benefit the town to direct the remainder of the funds to a person who is dedicated solely to Town specific projects.

There is a possibility that the position could be shared with the Town of Telluride much like the current building inspector and trail grooming positions. No discussion or commitment has been made as of this draft.

Please be prepared to discuss the pros and cons of such a move as well as approximate payroll for such a position.



AGENDA ITEM #12

DATE: August 11, 2020

TO: Green Team Members

FROM: Cath Jett, Chair

SUBJECT: Consideration of Proposals for 2020 Green House Gas Inventory Data Collection

Attached are proposals for the Green House Gas Collection Inventory from Eco Action Partners and Lotus Engineering.

Please review and be prepared to discuss the Pros and Cons of each proposal as well as any changes to each.

A complete proposal was not provided by Eco Action Partners, but they will be available for questions during our meeting.

In short, here is how the two compare with regards to time and costs:

Project	Hours	Cost	
Lotus: Develop 2020 GPC Compliant GHG Emissions Inventory	60	\$5,640.00	
Lotus: Develop 2020 Municipal Emissions Inventory	60	\$5,640.00	
			\$11,280.00
EcoAction Partners: Develop 2020 GPC Compliant GHG Emissions Inventory	24	\$2,040.00	
Eco Action Partners: Develop 2020 Municipal Emissions Inventory	90	\$7,650.00	
			\$9,690.00



TO: Mountain Village Green Team
FROM: Kim Wheels, EcoAction Partners' Interim Director
DATE: August 4, 2020
RE: EcoAction Partners 2021 Proposal for Services

EcoAction Partners is pleased to present the attached proposal of services for 2021 to the MV Green Team. We appreciate the opportunity to continue to serve the Mountain Village Green Team by providing regional sustainability services and programs, in addition to once again providing greenhouse calculations and analyses specific to the Town of Mountain Village government and community.

The proposal includes all items requested and discussed by emails with Cath Jett and Zoe Dohnal, with an estimated budget for each item requested. The associated time and cost for each service are based on previous years experience and best estimates for additional requests for 2021.

Given budget & time restraints this year and that EAP's programs have not changed significantly from previous years, we have not provided a separate Word document describing programs in more detail. If anyone would like further information regarding our programs, we would be happy to provide information and answer any questions. We have kept our proposal straightforward and as similar to 2020's agreement as possible, in order to help streamline this process.

EAP is assuming a similar contract in language, payment and reporting deliverables arrangement to our 2020 contract. If the contract arrangement will be significantly different, then the cost for services may need to be adjusted accordingly.

Thank you very much for your continued support and consideration of the attached proposal of services. Mountain Village is an important partner in our region's efforts to reduce greenhouse gas emissions, energy use, and waste in order to create a sustainable future.

EcoAction Partners mission is to track regional GHG emissions and coordinate programs that reduce energy and waste.

SCOPE OF WORK ESTIMATE FOR 2020 GREENHOUSE GAS INVENTORIES

BACKGROUND AND OBJECTIVE

The Town of Mountain Village (the Town/Mountain Village) has requested an estimate of costs and labor to complete updates to the Town's community-scale and municipal greenhouse gas (GHG) inventories for 2020 activity. Lotus has prepared the following scope of work, budget, and timeline for the Town's review.

PROPOSED SCOPE OF WORK

Task 1: Develop a 2020 Community-wide GPC-Compliant GHG emission inventory

The GPC protocol (the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories) is the required protocol for the Global Covenant of Mayors for Climate and Energy reporting. Task 1 includes the creation of a 2020 BASIC GPC-compliant GHG inventory for the Mountain Village community and accompanying documentation.

Specific subtasks include:

- Update the Lotus-derived data management and emission calculation spreadsheet. Key aspects of this tool include a summary of data sources; emission factors; emission calculations; emission summary.
 - Non-GPC emission sources, such as avoided emissions from recycling and renewable energy, will also be included as information-only items.
- Collect data.
- Conduct a quality assurance/quality control (QA/QC) review on collected data to ensure that it aligns with best practices and industry knowledge.
- Calculate emissions and complete the 2020 GPC-compliant inventory.
- Compare and contrast the 2020 GPC-compliant inventory with the 2019 inventory in a brief memorandum.
- Review all findings with the Town.
- Calculate key metrics for future comparison including, but not limited to, emissions by sector, emissions by source, emissions per capita, energy use intensity by building sector, residential electricity and natural gas use per capita.

Deliverables

- Project kickoff meeting.
- GHG inventory tool customized for community emissions.
- 2020 GPC-compliant GHG inventory with inputs and all accompanying data sources, including emails and original reports and spreadsheets.
- Brief memorandum comparing the 2019 and 2020 GHG inventories.

EcoAction Partners Proposed Contract Services for Mountain Village - 2020	Hours	Cost	% of Total
These services are shared among regional governments:		\$13,770	56%
Regional 2020 GPC-Compliant GHG Inventory & Energy Use Analysis - Regional GHG Inventory Update - 2020 data & methodologies - 2010 - 2020 summary report & analysis - Compare and contrast the 2020 GPC-compliant inventory with the 2019 inventory in a brief memorandum. - Regional GHG data sharing on EcoAP website	24	\$2,040	8%
Regional Energy & Waste Resource Organization for Governments & Community. Services include: a) Website with resources for community (including links to MV programs) b) Monthly email newsletters c) Telephone & in-person support for community members on energy efficiency & renewable energy resources & financial incentives (incl: SMPA, Black Hills, state & federal tax programs, C-PACE, & MV) d) Recycling outreach information for region e) Participation & leadership in sustainability-related regional events, forums, and meetings f) Participation, leadership & research to support multi-government regional collaborative sustainability projects	90	\$5,355	22%
Sneffels Energy Board - coordination of meetings, notes, communication - regional government elected official & staff representation, SMPA staff, & others collaborating regionally on GHG emissions reduction efforts - Implementing updated Sustainability Action Plan - Sharing of statewide collaboration & resources to assist with local / regional initiatives & projects	30	\$1,785	7%
Green Business Certification Program - engaging businesses in reducing energy use & GHG emissions - financial incentive support for energy efficiency & renewable energy actions - engaging property management companies in reducing GHG emissions	50	\$2,550	10%
Plastic Film Recycling Program for #4 Plastics - MV location(s) support, outreach to engage new businesses, volume tracking - coordination with MV partners to manage collection and delivery to EAP in Telluride &/or directly to City Market in Montrose	12	\$510	2%
Greenlights LED Program Implementation	30	\$1,530	6%
These services are specific to Mountain Village:		\$8,925	36%
Mountain Village - Community 2020 GPC-Compliant GHG Inventory & Energy Use - Community GHG Inventory Update - 2020 data & methodologies - Annual Community Energy Analysis - Compare and contrast the 2020 GPC-compliant inventory with the 2019 inventory in a brief memorandum. - Provide to Green Team, along with recommendations regarding reduction strategies	55	\$4,675	19%
Mountain Village - Municipal 2020 GPC-Compliant GHG Emissions & Energy Use - Municipal GHG Inventory Update - 2020 data & methodologies - Annual Governmental Energy Use Analysis - Compare and contrast the 2020 GPC-compliant inventory with the 2019 inventory in a brief memorandum. - Provide to Green Team, along with recommendations regarding reduction strategies	35	\$2,975	12%
Special GHG Project Calculations & Consulting (specific items listed below based on requests for 2021) a) Farm to Table Program: calculate GHG emissions savings	5	\$425	2%
b) Update Gondola GHG offset calculation from 2010	10	\$850	3%
Program Funding:		\$2,000	
Greenlights Government Contribution for LED bulbs (allocated directly for participating residents & businesses)		\$2,000	
Mountain Village Green Team Proposed Total: (including Program Funding)		\$24,695	100%
Other EcoAction (or EcoAction-managed) Programs Serving Region, but not funded by MV Green Team Funds:			
SMPA Income Qualified Weatherization Program			
SMPA Rebate & Trade Ally Programs			
Truth or Dare School Program			
Festival CRT Services			
Sunset Concert Services CRT (funded by TMVOA)			
Regional Building Energy Code Update & Implementation Support - supported per government			

Task 2: Develop a 2020 Municipal Emissions Inventory

There is no Global Covenant of Mayors for Climate and Energy required protocol for municipal GHG inventories. Lotus uses the Local Government Operations Protocol for municipal inventories. Task 2 includes the creation of a 2020 municipal GHG inventory for Mountain Village town operations and accompanying documentation.

Specific subtasks include:

- Update the Lotus-derived data management and emission calculation spreadsheet. Key aspects of this tool include a summary of data sources; emission factors; emission calculations; emission summary.
- Collect data.
- Conduct a QA/QC review on collected data to ensure that it aligns with best practices and industry knowledge.
- Complete the 2020 inventory for municipal operations.
- Compare and contrast the 2020 GPC-compliant inventory with the existing 2019 inventory in a brief memorandum.
- Review all findings with the Town.
- Calculate key metrics for future comparison including, but not limited to, emissions by department (or comparable breakdown as provided by the Town), emissions by source, and emissions per city employee.

Deliverable(s):

- GHG inventory tool customized for community emissions.
- 2020 municipal GHG inventory with inputs and all accompanying data sources, including emails and original reports and spreadsheets.
- Brief memorandum comparing the 2019 and 2020 GHG inventories.

Project Management

Specific subtasks:

- Regular check-in emails.
- Monthly phone call with the Town.
 - At least one phone call to discuss the GHG inventory tool for Task 1 and Task 2.
 - At least one phone call to review the final findings for Task 1 and Task 2.
- Monthly invoice reporting.

Deliverable

- Monthly invoice reports.

PROPOSED BUDGET AND TIMELINE

PROPOSED BUDGET

Lotus estimates that this work will take approximately 128 hours to complete at a not-to-exceed cost to Mountain Village of \$12,080.

