



## **Sustainability and Resilience Strategy for Chautauqua 2019-2020**

**CHARTER**  
**March 7, 2019**

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### **I. Creating a Shared Vision for Sustainability and Resilience**

Purpose: Aligning and coordinating the Colorado Chautauqua Association (CCA) and the City of Boulder's (COB) efforts toward shared climate goals by developing and implementing a comprehensive strategy to advance sustainability and resilience at the Colorado Chautauqua Historic District.

### **II. Working Principles**

The City and the CCA will develop a shared vision and comprehensive strategy to achieve sustainability and resilience at Chautauqua by:

- Using the [Guiding Principles for Place Management and Fiscal Sustainability \(2012\)](#) to collaboratively develop a framework that is agreed upon and used by CCA and the City of Boulder;
- Developing and prioritizing options to address identified vulnerabilities and opportunities and reaching identified sustainability and resilience goals;
- Building on relevant past work, while filling gaps that may exist;
- Basing decisions on objective condition assessments from agreed upon historic preservation, resiliency, and sustainability experts.

### **III. Goals**

- Complete a vulnerabilities and opportunities assessment in developing a Comprehensive Sustainability & Resilience Strategy establishing a plan for smooth implementation by clearly defining accountabilities, decision-making roles and responsibilities (Phase 1) in 12-14 months
- Implement priorities identified in the Sustainability & Resilience Strategy on a realistic time-line (Phase 2) of two to five years
- Establish and monitor a collaborative budget for all framework activities.

#### IV. Resource Commitments (Phase 1)

##### CCA

- CCA Executive Director (Shelly Benford) – Co-Project Manager
- CCA Staff and Board Representatives – Attend meetings as required
- 50% of cost to develop Sustainability & Resilience Strategy including consulting fees

##### COB

- COB-Chautauqua Liaison (James Hewat) – Co-Project Manager
- (4) City of Boulder departments – attend working group meetings as required
- (7) City Directors and the City Manager participate as members of the Executive Team
- 50% of cost to develop Sustainability & Resilience Strategy including consulting fees

#### V. Roles, Responsibilities and Decision-Making Authority

Sustainability & Resilience Strategy – Roles and Responsibilities	
<b>Project Management</b>	
<b>Role:</b> Facilitates decisions	
<b>Responsibilities:</b> Determines schedule and process with feedback from the Steering Committee and Executive Teams. Schedules and facilitates meetings, maintains records of meetings, keeps project on schedule and on budget.	
<b>Meet:</b> Bi-weekly	
City of Boulder	Colorado Chautauqua Association
James Hewat, Senior Historic Preservation Planner and Chautauqua Liaison – Project Manager	Shelly Benford, Executive Director, Project Manager
Marcy Cameron, Historic Preservation Planner II	Kayla Carey, Sustainability Coordinator
Holly Opansky, Administrative Specialist	Charlotte O'Donnell, Executive Projects Coordinator
Darvin Ayre, Planning Phase Consultant	
<b>Steering Committee</b>	
<b>Role:</b> Provides feedback, information and recommendations to the Executive Team.	
<b>Responsibilities:</b> Subject matter experts collaborate to create content (city members represent individual departments but maintain a city-wide perspective).	
<b>Meet:</b> Monthly	
City of Boulder	Colorado Chautauqua Association
Jeff Arthur, Director of Public Works – Utilities	Jeff Medanich, Director, Preservation and Sustainability
Dan Burke, OSMP	Kayla Carey, Sustainability Coordinator
Jeff Haley, Planning, Design & Community Engagement Manager, Parks and Recreation,	Cindy Schmidt, President, Board of Directors
Brett KenCairn, Senior Environmental Planner, Energy Strategy	Bob Morehouse, Treasurer, Board of Directors
Jonathan Koehn, Regional Sustainability Coordinator, Energy Strategy	Bill Briggs, Secretary, Board of Directors

Joe Castro, and Facilities Asset Management TBD	Tom Thorpe, Sustainability Committee
<b>Executive Team</b>	
<b>Role:</b> Make final decisions impacting either Chautauqua or COB department workplans/resources. <b>Responsibilities:</b> Provide feedback and make decisions on process, including community engagement, and content of Framework. <b>Meet:</b> Quarterly or as needed.	
<b>City of Boulder</b>	<b>Colorado Chautauqua Association</b>
Jane Brautigam, City Manager (Executive Sponsor)	Shelly Benford, Executive Director
Chris Meschuk, Interim Planning Director	CCA Sustainability Committee
Mary Ann Wideman, Interim Public Works Director	CCA Board of Directors
Dan Burke, Interim Director of OSMP	
Yvette Bowden, Director of Parks and Rec and Community Vitality	
Jeff Arthur, Director of Public Works - Utilities	
Steve Catanach, Director of Climate Initiatives	
Michael V. Calderazzo, Fire Chief TBD	

## VI. City Council, Board and Commission Roles

City Council, Board and Commission Roles and Meeting Frequency	
<b>CCA</b>	
CCA Board of Directors	<b>Decision Making</b> - Formally adopts final document
CCA Sustainability Committee	<b>Advisory</b> - Updated at monthly meeting; recommends final framework to CCA Board
<b>COB</b>	
City Council	<b>Decision Making</b> - Formally adopts final document, possibly in joint study session with the CCA.
OSMP Board of Trustees	<b>Advisory</b> - introduction; regular updates through Working Group Liaison; recommendation for final charter
Parks and Rec Advisory Board (PRAB)	<b>Advisory</b> - introduction; regular updates through Working Group Liaison; recommendation for final charter
Landmarks Board (LB)	<b>Advisory</b> - introduction; regular updates through Working Group Liaison; recommendation for final charter
Environmental Advisory Board (EAB)	<b>Advisory</b> - introduction; regular updates through Working Group Liaison; recommendation for final charter
Planning Board (PB)	<b>Informational</b> ; updated through PB ex-officio at LB meetings.
Water Resources Advisory Board (WRAB)	<b>Informational</b> ; update through Information Packet at beginning and end
Transportation Advisory Board (TAB)	<b>Informational</b> ; update through Information Packet at beginning and end

## VII. Consultants

Qualified consultants will be engaged through a competitive RFP selection process and will be responsible to develop a Comprehensive Sustainability & Resilience Strategy for Chautauqua (Phase 1) with direct oversight from the Project Management Team and Steering Committee. The CCA and COB will equally split consultant fees.

## **VIII. Phases and Timelines**

### **Phase 1 – Development of Sustainability and Resilience Strategy**

- i. **Vulnerabilities and Opportunities Assessment (March-May 2019).***  
Assess strengths, weaknesses, opportunities and constraints of existing infrastructure (i.e. fire, flood, utilities, etc.) and assess renewable energy options. Gather background information and past studies to build on, identify gaps in existing studies.
- ii. **Vision Refinement/Options Development (June – August 2019).*** Based on information from the vulnerabilities and opportunities assessment, refine the shared vision while vetting and developing specific steps that can be taken to achieve sustainability and resilience at the Colorado Chautauqua Historic District.
- iii. **Development of Comprehensive Strategy (September-December 2019).***  
Refinement and prioritization of recommended options to achieve sustainability and resilience at Chautauqua in a comprehensive strategy document. Recommendations will include findings from i. and ii. (above) as well as identification of responsible parties, and internal/external funding sources to implement steps to realize strategies in realistic time-frame.
- iv. **Adoption of the Sustainability and Resilience Strategy (First Quarter 2020).***  
Take Sustainability & Resilience Strategy to appropriate boards and commissions for recommendations and to CCA/CC Joint Study Session for formal review and adoption.

### **Phase 2 – Implementation of the Resilience & Sustainability Strategy.**

TBD in amendments to this document.