



## City Conservation Board Meeting Agenda

A regular meeting of the City Conservation Board has been scheduled for Wednesday, June 14, 2023 from 5:30 -6:30 PM in Community Room, of the City/County Complex, at 414 E. Callender Street and by Zoom. This meeting will be facilitated by Michael DeChellis.

Join this meeting:

<https://us02web.zoom.us/j/87549514169?pwd=bFcxaEV2WXB4VEJibDJqQ0NlL1M1dz09>

Meeting ID: 875 4951 4169 **Passcode: 029960** Call In: (669) 900-6833

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1. Roll Call

2. Approval of Minutes

**A. APPROVE APRIL 2023 MEETING MINUTES**

3. New Business

**A. CONSIDER APPLICATION RECEIVED FOR VACANCIES.**

**B. RECYCLING DISCUSSION.**

**C. DISCUSS WATER CONSERVATION EDUCATION PROGRAM.**

**D. By-law discussion.**

4. Old Business

5. Public Comments

6. Board Comments

7. Adjournment

**File Attachments for Item:**

**A. Approve April 2023 Meeting Minutes**

# Livingston City Conservation Board Meeting Minutes

Wednesday, April 14, 2021 5:00 pm

1. Call to Order: (5:05:20 PM)
2. Roll Call: (5:05:22 PM)
  - a. Conservation Board members in attendance: Michael DeChellis, Amy Bowser, Danielle Miska, Alexis Van Pernis, Lyndsay Ganong
  - b. Full quorum present
3. Public Comment (5:05:54 PM)
  - a. None
4. Consent Items (5:06:25 PM)
  - a. Approve meeting minutes from January 27, February 22, March 8
    - i. Move to approve January 27 minutes by Bowser, Miska second, all in favor.
    - ii. Move to approve February 22 minutes by Bowser, Van Pernis second, all in favor.
    - iii. Move to approve March 8 minutes by Bowser, DeChellis second, all in favor.
5. Agenda Items: (5:16:12 PM)
  - a. Public hearing – recommend or not the proposed green waste facility as outlined by city staff and Great West Engineering.
    - i. Public comment –
      1. Katherine Dunlap: great idea, need to do something with green waste besides burning it. Like expandable option. Cost of operating and maintenance was not included?
      2. Michelle Uberuaga: grateful the city is tackling this issue. Lots of unforeseen things to consider but would like alternative to burning. Compost that is not hot enough has issues. What experts can we talk to get feedback from.
    - ii. City comment –
      1. Martha O'Rourke – Maintenance and operation is included in the rate structure. Will be required to test the compost if we will be selling it. Will consider taking temp if needed to help sell compost.
    - iii. Board and open comment –
      1. Bowser – People will be throwing green waste into trash instead of green bin because they must pay.
        - a. M. O'Rourke – public education will encourage people to want to participate. This year is a trial run.
      2. Miska – Currently it does not cost us anything?
        - a. M. O'Rourke – No it does cost the city to pickup and deal with waste. The city has been losing money on this.
      3. Dunlap – Is there a timeline to when we will compost green waste?

- a. O'Rourke – just this year while the plan is put into place. Need to get a loan, purchase equipment. Hope to have up for next season.
  4. Dunlap – Guy in town measures methane off landfills. He said our biggest issue will be contamination of the bins. We can talk to him if needed.
  5. DeChellis – We need clear green can labeling. Before they are introduced have very clear labeling and signage on the bins. Is there a plan for this?
  6. Ganong – If a business gets compostable items, they should go 100%.
  7. Bowser – Have a very clear website for recycle and waste.
  8. Ganong – Can we show a reduction in emissions by going to the larger compost facility?
  9. DeChellis – Currently only 15% of waste is dealt with correctly. Proposal addresses this. It is good that the city is addressing green waste holistically and there is a path to deal with the waste.
  10. Bowser – Go with the scalable option for future growth. Proposed option sounds like the best for cost and waste.
  11. Uberuaga – Composted at the Hoot. Zero waste, zero compost event. Adopted correct compostable tool and hired Happy Trash Can to deal with the compost. Example of the community coming together for a zero-waste event.
- iv. Vote on recommendation to city.
    1. Miska votes to move forward with recommendations on Green Waste Plan.
    2. Seconded by Ganong.
    3. All in favor.
  - v. Motion to recommend Phase 2 study to food waste and industrial composting by DeChellis.
    1. Second by Bowser.
    2. All in favor.
  - vi. Motion to recommend clear education on using green cans including website and label on cans by Bowser.
    1. Second by Van Pernis.
    2. All in favor.
  - vii. Motion to recommend Alternative 4 based on the report from Great West to be implemented by the city by Ganong.
    1. Second by DeChellis.
    2. All in favor.
- b. Working discussion about asking city staff to investigate incorporating Battery Electric Vehicles into our vehicle procurement procedures.
    - i. Comments –
      1. Would like to send a recommendation to the city to have an actionable item regarding electric vehicles.

2. Yellowstone Bend made a 5-year plan with goals including getting the city on board with a plan regarding replacing city vehicles to electric vehicles. The city is already looking at this.
  3. Is this a good option for giving recommendations to the city? Yes – concise with an introduction about why this is important and what we think the city should do regarding the issue.
  4. Consider smaller vehicles for replacement. There are not great options for larger vehicles. How does the weather affect batteries? In cold weather 35% range reduction.
  5. Add EV to procurement process to see if feasible for vehicle purchases.
  6. Gets our foot in the door with the city and makes it public facing so the public knows what is happening. Also goes through the commission.
  7. This should be taken care of ASAP so that a process is put into place for future procurement.
- ii. Motion to send letter recommending EV study to city by Bowser.
    1. Second by Miska.
    2. All in favor.
- c. Future agenda items
    - i. Recommendation regarding education regarding waste, compost and recycle. Talk to AmeriCorps?
    - ii. Review list of agenda items and revise for current board members.
    - iii. Climate action plan
  - d. Schedule climate listening session debrief working meeting.
    - i. Send out email to schedule.
6. Adjournment (6:54:57 PM)
    - a. Motion to adjourn by Bowser.
    - b. Seconded by DeChellis.
    - c. All in favor.

**File Attachments for Item:**

**A. CONSIDER APPLICATION RECEIVED FOR VACANCIES.**

**City of Livingston**  
**Application for Appointed Office**  
(Revised 8/09/2022)

**Appointed Position Seeking:** City Conservation Board

**Date of Application:** 5/12/2023

Name: Spencer Bruce

Signed: 

Address: 113 Chestnut Lane, Livingston

Telephone: daytime 406-624-9713

after 5:00 p.m.: 406-624-9713

Fax Number: n/a

e-mail address: spencer.m.bruce@gmail.com

- 1. Are you a resident of the City of Livingston? Yes
- 2. Are you a registered voter?  Yes  No
- 3. Will you be at least 18 years of age at the time of the appointment?  Yes  No
- 4. Describe the reasons you are interested in this appointment: \_\_\_\_\_

Please see additional page

- 5. Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:
  - A. Occupation: General Manager, Full Circle Biofuels
  - B. Education: MS Chemical Engineering MSU Bozeman, BS Biochemistry University of Notre Dame
  - C. Experience: Please see additional page

(please attach a detailed resume if desired)

6. Have you previously served on a board or held a governmental position? If yes, explain:  
Not yet!

7. Are you currently serving on any Community Boards?  Yes  No  
A. If yes, please describe N/A

8. Current Employer? Recycled Energy LLC dba Full Circle Biofuels

9. Are you available for night meetings?  Yes  No

10. Are you available for daytime meetings?  Yes  No

11. Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed office? No

12. If conflict of interest arose for you, how would you deal with it as an appointed member of this board? Please see additional page

**THIS APPLICATION WILL BE KEPT ON FILE FOR 6 MONTHS AND THEN DISCARDED.**

Return completed paper applications to Faith Kinnick at [fkinnick@livingstonmontana.org](mailto:fkinnick@livingstonmontana.org) or drop off in person at Livingston City Hall, 220 E. Park Street, Livingston.

# City of Livingston Conservation Board Application

Spencer Bruce  
406-624-9713

5/12/2023

#### 4. Describe the reasons you are interested in this appointment:

##### 5c. Experience:

*(both topics addressed simultaneously below)*

I am interested in becoming more involved in my community and believe that my background and interests could be useful in steering Livingston towards a more sustainable future. I have spent the past ~8 years helping build a renewable energy business, Full Circle Biofuels. We recycle used cooking oil from restaurants all across Montana & Wyoming for use in the production of biodiesel, renewable diesel, and sustainable aviation fuel. Through this work, I have gained experience in helping commercial and municipal fleets implement cleaner-burning fuels to achieve sustainability goals. I have also accumulated significant knowledge of the renewable fuels industry both locally and nationally.

I have been an active participant in the Yellowstone-Teton Clean Cities program (our local chapter of the national Clean Cities Coalition supported by the US Dept of Energy) by attending regular stakeholder meetings and other events. Through this, I have been able to connect with individuals from various organizations, companies, and government programs in the clean energy & community resiliency space. This has greatly increased my understanding of the regional state of affairs and challenges of implementing clean energy solutions in the Greater Yellowstone area, as well as funding opportunities for our community with respect to renewable energy and cleaner transportation.

I am also passionate about recycling, specifically educating others on how to do it properly and avoid "wishcycling". My business is a tenant on the property that also houses our region's recycling facility, and I am former colleagues and friends with the owners and managers of this facility. Because of that, I am very plugged in to the current state of recycling in our region and by interacting with these folks on a near-daily basis, I am able to stay informed on the successes, challenges, opportunities, and failures of recycling in our region.

Finally, I recently designed and had installed a solar array on my home in Livingston. I designed it in such a way to cover all current and future energy needs of my home, including enough surplus electricity to charge an electric vehicle (which I plan to purchase in the next year or two) up to approximately 15,000 miles per year. Through this process, I learned a lot about Montana's net metering policy as well as current/emerging technologies in this space. I am passionate about sharing this knowledge with my neighbors and friends to help further the uptake of home solar in our community.

My interests truly span the sustainability spectrum, and I would love to put my experience and passion to work helping our community by sharing knowledge, perspective, connections, and new ideas.

#### 12. Conflict of interest:

I do not foresee any conflicts of interests arising should I be appointed to this board. If a conflict of interest were to arise that would prevent me from participating in discussion or decisions in an impartial manner, I would happily recuse myself in order to maintain ethical proceedings.

**Thank you for your consideration!**



## Spencer M. Bruce

spencer.m.bruce@gmail.com

(406) 624-9713

### Education

**Montana State University, Bozeman MT** **Aug 2013 to Aug 2015**

M.S. Chemical Engineering

**University of Notre Dame, South Bend IN** **Aug 2009 to May 2013**

B.S. Biochemistry

### Business Experience

**Recycled Energy LLC, dba Full Circle Biofuels, Bozeman MT** **May 2015 to Present**

*Director of Montana Operations*

I currently manage all aspects of operations for the largest provider of cooking oil recycling and refining in Montana.

Responsibilities and achievements include:

- Provide overall leadership and engineering oversight for capital projects and process improvements
- Conduct extensive data analysis for all aspects of operations to identify trends and opportunities for improvement
- Build, develop, and support a team through hands-on training and empathetic leadership, while also empowering team members to think creatively
- Evaluate and strategically implement new systems related to process efficiency and safety; communicate and troubleshoot these systems with industry colleagues
- Research, interpret, and ensure company compliance with state & federal renewable energy programs (e.g. RFS, Oregon Clean Fuels Program, California LCFS, etc)
- Implemented renewable fuel strategies for commercial & municipal fleets
- Increased customer base by 15x while increasing revenue and profitability by 25-30x during tenure

**Marathon Petroleum Corporation, Catlettsburg KY** **Jun 2010 to Aug 2013**

*Quality Control Intern*

Completed four consecutive internship terms with Marathon Petroleum Corporation.

- Extensive internal auditing. Analysis of SOPs to ensure compliance with federal / company standards & policies.

### Research Laboratory Experience

**Department of Chemical Engineering, Montana State University** **Aug 2013 to Aug 2015**

*Graduate Research Assistant*

Conducted research on biomass upgrading via novel solid acid catalysts with the goal of producing important platform chemicals and renewable fuels efficiently and sustainably.

- Performed extensive experimental and analytical method development while managing a team of undergraduate research assistants.

**Department of Chemistry, University of Notre Dame** **Jan 2011 to May 2013**

*Undergraduate Research Assistant*

Conducted research on new bioanalytical chemistry instrumentation and techniques, which resulted in the development of an improved interface for use in two-dimensional capillary electrophoresis for proteomics research.

### Local Involvement

*Active participant in meetings and events with the following organizations:*

Park County Environmental Council, Yellowstone-Teton Clean Cities, Wild Montana, Bozeman Green Drinks

### Publications

- 1 **Bruce, SM**, Zong, Z, Chatzidimitriou, A, Avci, LE, Bond, JQ, Carreon, MA, & Wettstein, SG. Small pore zeolite catalysts for furfural synthesis from xylose and switchgrass in  $\gamma$ -valerolactone/water solvent. *Journal of Molecular Catalysis, A-Chemical*, 2016, 422, 18-22.
- 2 Flaherty, RJ, Hugel, BJ, **Bruce, SM**, Dada, OO, & Dovichi, NJ. Nicked-sleeve interface for two-dimensional capillary electrophoresis. *Analyst*, 2013, 138, 3621-3625.

**File Attachments for Item:**

**D. By-law discussion.**

# CITY CONSERVATION BOARD

## BY-LAWS

May 2020

### ARTICLE I – CITY CONSERVATION BOARD, PURPOSE

Section 1: The name of this municipal board shall be The Livingston City Conservation Board.

Section 2: The Livingston City Conservation Board is organized for the purpose of identifying opportunities for the City of Livingston to reduce costs and promote sustainable growth by implementing energy efficient equipment, procedures, or systems and incorporate renewable energy feasible. Additionally, the Board can aid in community-wide sustainability education and promote opportunities for citizens to fund private energy saving projects. The Board shall advise the City Commission on topics such as:

- Building efficiency strategies
- Renewable energy
- Recycling
- Tracking of energy use
- Energy saving initiatives

### ARTICLE II – MEMBERSHIP

Section 1: The membership of the Livingston City Conservation Board shall consist of five (5) citizen members and one (1) youth member appointed by the Chair of the Commission with the consent of the Commission.

### ARTICLE III – MEETINGS

Section 1: The monthly meetings will be held on the second Thursday of each month at the City-County Building. The meetings will start at 5:30 p.m.

Section 2: Special Meetings. Special meetings may be called by the Chair and one other Board member.

Section 3: Notice. All meetings will be noticed in accordance with City noticing policy, City Ordinance and State law.

When voting on an issue, the Chair shall call for those “in favor” and those “opposed”. The Chair will tally the votes and, once the vote is done, will announce whether the motion passes or fails and state the number of votes for and against. The vote of each member will be reflected in the minutes of the meeting.

Section 6: Conduct of Business and Communication. In making recommendations to the City Commission relating to energy conservation, the Conservation Board will seek to ensure the integrity of the public record of its proceedings.

The Conservation Board’s communication with the Governing Body shall be through its formal recommendation for conservation measure. The Board’s recommendation will, at a minimum, include: A cover letter stating the recommendation; the Board’s supporting facts, and any exhibits relating to the issue.

Section 7: Vacancies. When a vacancy on the Board exists, the City Administration will initiate the advertising process outlined in the City Commission’s Board policy.

Section 8: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary or Chair. The Board shall recommend to the City Commission the removal of any member who has accumulated three unexcused absences from Board meetings in one year. A Board member may be removed for cause by the City Commission.

ARTICLE V – AMEMDMENTS

Section 1: These Bylaws may be amended when necessary by majority vote of the City Commission.

These Bylaws were approved at a regular meeting of the Livingston City Commission on

This 1<sup>st</sup> of October, 2019. 

These Bylaws were amended to show a meeting start time of 5:00 p.m. during a regular meeting of the Livingston City Commission on May 19, 2020.

