

CAP Board minutes, meeting 9/10/2020

Meeting called to order 5:37

Present: Urquhart, Britten, House, Yarnes, Scianna, DeGuerre

[Approval of Agenda and Meeting Minutes from 8/13/2020, 8/27/2020 and, if received, Meeting Minutes from 7/23/2020](#)

Minutes from 7/23 still unavailable. Typo identified in minutes from 8/27 (“Davis”->”David”). Minutes from 8/13 and 8/27 approved unanimously with this change.

BOARD DISCUSSION ITEMS

1. Board positions and resignation of Sam Warren

Motion to promote Shawn Yarnes from alternate to full member. Passed unanimously. Additionally, there was discussion as to whether we needed an alternate member, and the suggestion was made that Kate Laddish be made an alternate. While there was general support for this idea, no action was taken.

2. Extension proposal to City Council, propose extending to February – board work to complete by November.

We missed the deadline for filing an item for the 9/15 City Council meeting, so will have to act before the next meeting (9/29, deadline 9/26). Discussed whether a presentation was needed, but the suggestion of a written summary and request being listed as a consent item met with approval from City staff. Ken volunteered to draft and circulate it for committee edits and approval.

3. Status of how rewrites are going for:

- a. Executive Summary, Introduction and Overview - Gar
- b. Mobility – Ken and Shawn
- c. Building and Infrastructure – Jenn and Kelly
- d. Urban Forest and Open Space – Jenn and Ken
- e. Water and Waste – Jenn and Kelly
- f. Community Engagement – Shawn
- g. Municipal Operations - Gar

Gar had made fairly extensive edits to the Executive Summary, Introduction, and Overview, as well as Municipal Operations. He walked us through those and there was considerable discussion and real-time editing. These changes now are present in a copy on Gar's computer, which will be incorporated into the Google Docs “live” copy soon.

The “missing” notes from previous subcommittee meetings were discovered and were circulated, to assist the rest of the subcommittees in their work.

Shawn briefly discussed progress on Community Engagement, which is largely done. It was suggested and approved that each other section also include a Community Engagement strategy.

Rest of progress reports tabled for future meetings. Next meeting: 9/24.

Meeting adjourned 6:43