

Western Greater Yellowstone Consortium Monthly Phone Conference  
(626) 677-3000, access code 8377863#  
April 1<sup>st</sup>, 2014, 1:30-3:00 p.m.

**Consortium Steering Committee:** Tom Cluff and Jan Brown (Fremont County); Heather Higinbotham (YBP); Jason Boal (Teton County, ID); Brittany Skelton (Victor); Ashley Koehler (Driggs); Patty Parkinson (St. Anthony);

**Consultants/Presenters:** Wendy Green Lowe (P2 Solutions), Wanda Adams (Grant administrator), and Jerry Royster (HUD on the phone)

## Objectives

The objectives for the April meeting include:

- HUD update, budget and work plan – Tom Cluff
- Model Code update – Jason Boal, Ashley Koehler, Brittany Skelton
- Regional Recycling System study update – Heather Higinbotham
- Sustainability Indicators update – Tom Cluff
- Multi-modal update – Jan Brown
- Housing study update – Heather Higinbotham
- Island Park Futures Study – Jan Brown and Tom Cluff
- Other grant element updates as relevant
  - Teton WY/Jackson GY-Framework
  - Broadband
  - Website
  - Discussion on group memory level of detail
  - Trainings
  - Planning for May F2F
- Next meeting:
  - April 29, 2014: 1:30-3:00 phone conference
  - May 7, 2014: Annual Summit

### HUD Update: Revised Budget and Work Plan – Tom Cluff

Tom provided an update on the response from HUD regarding the updated budget and work plan. HUD communicated that we are days away from receiving final approval on revised work plan and that they are going through the final paperwork process. There is no new information but it appears that approval is imminent.

### Model Code Update – Jason Boal, Ashley Koehler, Brittany Skelton

The model development code team recently held a conference call with Lee Einsweiler of Code Studio where they expressed concerns with communication and timelines. Code Studio is close to getting the revised schedule out. Lee did not express concern with the timeline. Code Studio is working through the process with Victor and Driggs, and then they will start work on the area of impact and the rest of Teton County. The team will have regular conference calls with Code Studio moving forward. Ashley and Brittany did receive GIS shape files of the proposed zoning and district boundaries for the Driggs/Victor downtown areas on Monday. Both said these resources make it easier to compare what they currently have with what is being proposed.

Code Studio is planning a visit to Teton Valley in May/June. Code Studio will help lead a GY-Framework credit workshop on May 28-29, which will bring together original GY-Framework design team members, elected

officials, planning staff and other interested parties to apply the work done to date in Teton Valley and Teton WY/Jackson to begin the revision process for the GY-Framework for Local Governments. Code Studio will host an open house and public input sessions May 31-June 3 for the area of impact surrounding Driggs and Victor.

Heather will put together a save the date notice and information on the credit workshop. The credit workshop is separate and distinct from the model code open house.

The team is feeling better after the call with Code Studio, having dates nailed down as well as planning for the charette for the area of impact. Additionally, Code Studio has offered to have video conference calls with the Planning & Zoning commissions rather than incurring more travel costs with in-person visits. They are anxious to get the updated scope in writing so they have firm deadlines long-term.

### **Recycling Infrastructure Study – Heather Higinbotham**

Heather shared that the study is nearing completion, and they have finalized dates for LBA Associates to present their summary of findings and facilitate a workshop for implementation needs and next steps moving forward beyond the study. It's important that all consortium jurisdictions are represented at these final meetings. There will be participation beyond the consortium area at the final meetings, including Bonneville, Bannock, and Jefferson Counties. The meetings will be held on April 17, 2014:

- Rexburg, ID: 8:30-11:30, Rexburg City Council Chambers (35 N 1<sup>st</sup> E, Rexburg ID 83440)
- Driggs, ID: 2:00-5:00, Teton County Commissioners Chambers (150 Courthouse Drive, Driggs ID 83422)

Heather will send out the invite to the consortium steering committee. She requested all consortium members to invite their elected officials and anyone else in their jurisdictions that should be part of this conversation.

### **Indicators – Tom Cluff**

The Brendle Group is gearing up for additional work based on what we talked about at the March face-to-face meeting. There is nothing new from them since that meeting. Tom and Heather will work with the Brendle Group to structure their public input session at the Annual Summit.

### **Multi-modal Plan – Jan Brown**

There was a request at the March face-to-face to ensure that all the multi-modal chapters posted on the consortium website are final versions. Jan is finishing the final edits and corrections on the documents. She requested any additional input this week, so she can post the final report by the end of the week.

The City of Rexburg is going to submit a request for technical assistance to the Community Transportation Association of America (CTAA) for a fixed route system feasibility study for the city. The deadline for this application is this Friday and they are in the process of collecting letters of support. This is an example of an implementation project that stemmed from the recommendation in the multi-modal study. This study is for an Upper Valley connector route between Rexburg, Teton Valley and Jackson. Jason Boal is a voting member of the district coordination council; Rexburg is hoping he can be a strong advocate for the Upper Valley connector. There will also be people in the room from Jackson and Linx.

There is continuing interest on the part of our federal partners with respect to the multi-modal chapter. Jerry Royster arranged for a webinar with region 8 and 10 Housing and Urban Development (HUD), Department of Transportation (DOT) and Environmental Protection Agency (EPA) officials. There were a lot of questions, and the 1-hour meeting lasted 1 hour and 40 minutes. The agency representatives were very complimentary, and notified Jan of an upcoming NOFA for \$35M in planning grants for special projects. She is watching for that

announcement from the Federal Transit Authority (FTA); it sounds like this money will be suitable for more implementation projects.

Guadalupe Herrera, the regional sustainability officer for HUD region 8, is going to send Jerry a summary of the NOFA details. Jan will send out the power point presentation she used to talk about the recommendations. The link is also available on the consortium website.

### **Housing Needs Assessment – Heather Higinbotham**

The housing advisory team (Heather Higinbotham, Brittany Skelton, Natalie Powell, and Christine Walker with the Teton County WY Housing Authority) and Jan Brown with Fremont County met with the selected contractor team, Frontier Forward (Shawn Hill with Frontier Forward, Melanie Rees with Rees Consulting, and Wendy Sullivan with Wendy Sullivan Consulting) for a kickoff meeting on March 28 in Victor.

The Frontier Forward team shared a plan for collaboration with the Brendle Group on their Quality of Life Survey to combine efforts and resources. They will also be doing a comprehensive online survey that will be distributed through media channels and employers, and a separate Spanish intercept survey, with interpreters doing in-person interviews to best reach the Spanish-speaking community. Heather gave an overview of the project timeline: secondary data collection has begun; the household survey will begin in mid-April and conclude in mid-June; key informant interviews with Realtors and property managers will begin in May and conclude by the end of June; Frontier Forward will release the draft Regional Analysis of Impediments (RAI) and Housing Needs Assessment (HNA) and present the survey results and draft reports in mid-July; and the reports will be finalized by the end of August. The team is looking for contact information and stakeholders and has requested the consortium to share key stakeholders with the team ASAP.

One question that came up was whether there would be a few select events that would be relevant for them to attend to gather survey data. The advisory team mentioned the possibility of having a booth at the Fall River Electric annual meeting, to reach cross-section of people about housing issues.

Tom just received the contract from the Fremont County attorney and is sending it to Shawn. The contract should be finalized within a day or two.

### **Island Park Futures Study – Tom Cluff, Jan Brown**

The Henry's Fork Watershed Council has continued their monthly meetings, with the most recent council meeting held in Island Park. It was well attended. The sub committee is working directly with the Watershed Council and Fremont/Madison Irrigation District to review agendas, discuss the scope of each meeting, identify presenters, and deal with controversial aspects of project. The sub committee has met twice; Wendy Green Lowe is facilitating the committee.

This project has generated a lot of interest in Island Park and continues to do so. The next meeting is Tuesday, April 8 in Ashton at the Community Center. The focus of this meeting is the jurisdictional responsibilities of the land management agencies. They are looking at areas of overlap or omissions across multiple jurisdictions. Fremont County is identifying where we have platted but undeveloped lots, unplatted private land, and the impact between city and county lands. The Teton Regional Land Trust, Nature Conservancy and federal agencies are talking about conservation objectives on public and private lands.

There are people who are concerned about the possibility of a National Monument designation, and others who are just uncomfortable with the project or have been gone all winter. Tom and Jan are hosting breakfast briefings from 7:30-8:30 am for anyone who has questions or wants to talk about the grant, how the Futures

Study fits in, and to address public concerns that might come up early in the process. They will continue the breakfast briefings all the way through October on the morning of each Watershed Council meeting.

There has been a lot of media generated by project thus far. The Island Park News and Island Park Journal have given some coverage but there hasn't been much from the Rexburg Standard Journal or Post Register yet. There has been some TV coverage. They are documenting the outreach.

One key aspect is to determine the role of the subcommittee over the long-term. They are still trying to understand its job. Jan, Tom and Wendy are working to help people focus on participating and developing a healthy examination of all the issues that should be considered in looking at the future of the Island Park area. There are about 25-30 people on committee and there seems to be a lot of angst.

They are making progress in clarifying what's going on and getting good engagement so far. The study will turn out useful observations and results and it will have met the purpose of getting folks talking about the future of Island Park and its connections to the region

The prospect for people returning to the area and engaging after being gone all winter and having seasonals engaged is a high probability. Tom and Jan anticipate they will see more interest as people start coming back in May and June. Until the budget revision is complete, we are unable to put out RFPs. One potential topic they are looking at is the concept of a resort tax for the Island Park area as a means of generating revenue. Both Driggs and Victor have resort taxes. It is unknown how their resort taxes are managed from the treasurer's aspect. The taxes generate more money for the cities to use on special projects or improvements that benefit the communities and people that visit. Ashley estimated that Driggs tax was approximately ½% that all retail businesses collect. The resort tax money is not restricted like impact fees. There is no local option tax authority in ID, so only those communities that meet the legal definition of a resort can vote to implement this tax. The resort tax money in Victor is currently helping with a water main project and streetscape project. This is just one example of a study that could be conducted as part of larger economic development opportunities. At the winter recreation meeting in March they referenced West Yellowstone, which has a much higher resort sales tax and is generating a substantial amount of revenue and direct benefit to their community.

### **Broadband Study – Tom Cluff, Jan Brown**

Scott Johnson is heading up the next steps for the Broadband Study. Jan will check with Scott on a date for the next meeting and will represent the consortium moving forward. [Jan will attend the April 10 meeting in Rexburg].

Jerry Royster with HUD sent Rexburg contact information for Mike Field, the Executive Director of the ID Rural Partnership and head of Link ID as the state broadband coordinator. They are trying to get broadband in more places in ID. He does not believe that follow up ever happened, and suggested that whoever is heading up the broadband work has the opportunity to talk to Mike Field. Perhaps Mike should be invited to the annual summit to learn or be a speaker. Heather will connect Jerry and Scott to discuss.

The Broadband Study documents are posted on the consortium website.

### **Regional Plan for Sustainable Development – Tom Cluff, Jan Brown**

Tom and Jan are currently discussing how to structure the final Regional Plan for Sustainable Development (RPSD) and will share an outline with the consortium to get feedback and final buy-in. They are looking at incorporating the broadband study as part of the infrastructure process with the overall RPSD. One big question they have is whether we feel the need for a single consultant to complete the entire RPSD or if it

would better serve the consortium's needs to address the RPSD by chapter with multiple authors and subject matter experts?

### **Group memory level of detail – Wendy Green Lowe, Heather Higinbotham**

There was a question on the level of detail the consortium desires for group memories. Wendy gave a brief overview of the distinctions between detailed minutes, which can be as detailed as a comprehensive transcription, and a group memory, which is a more summary level, concise document describing what occurred and summarizing any decisions made. One key criterion to consider in determining the level of detail for consortium documentation is our intended audiences. The group memory documents we are producing for the consortium serve a dual purpose: to inform consortium members of what happened in meetings in their absence, and to post a public record on the consortium website. These are two different audiences with different needs. The fundamental question is what does the consortium need the group memories to provide? What level of detail is needed to support the ongoing functionality of consortium? The consensus was that folks liked the level of detail, and preferred to have a summary of discussions and decisions that did not attribute quotes to specific people. If there is a specific meeting where we need a high level of detail and a very thorough record, it is possible to tape record a session and have it available if there is ever any call to find out exactly what was said by whom. If there are specific instances where someone wants to be on the record that they agreed or disagreed with something, they can request that to be noted in some way.

### **Upcoming Trainings – Tom Cluff, Heather Higinbotham**

There is an upcoming training from the Sustainable Communities Learning Network called “The Road to Success 2: Making the Most of Your Sustainable Communities Grant” in Arlington, Virginia on May 12-14. The workshop goals are to help grantees find ways to collaborate even more effectively with key stakeholders, garner the internal and external support for efforts to lead to policy implementation, develop an even stronger communication strategy, and overcome regional and local challenges and obstacles to meeting project goals and objectives.

Heather Higinbotham, Brittany Skelton, and Jason Boal expressed possible interested if the consortium prioritizes this specific training. Heather will forward the training details; if anyone else is interested please coordinate with her. The deadline to apply is April 4.

Our consortium was specifically invited to this training after another training was cancelled and replaced with a later training in Des Moines, IA in July. There will also be an upcoming training for 2011 grantees that focuses specifically on implementation later in the fall of 2014.

### **Planning for May Annual Summit**

There are three primary components that we have to include in the annual summit: a HUD listening session, the GY-Framework certification award for Mountainside Village, and a Sustainability Indicators work session with the Brendle Group.

The group discussed opportunities for location. Last year we rented the Wildwood Room, which was acceptable for our needs but not ideal. Jan explored the option of Teton Springs Resort, which has nice accommodations and a large two-room meeting facility that will meet our needs. HUD negotiated an \$84 per night government rate that Teton Springs is willing to honor for the whole consortium. Teton Springs will offer the consortium a 50% discount on meeting facilities. The meeting room can seat 60 people classroom style with small tables or 90-100 theater style.

We are hoping to attract more than just the HUD regional directors for this summit. The group discussed additional options for the agenda, including a late afternoon tour of Mountainside Village, who will be receiving the GY-Framework certification award, and then heading over to Jackson for a description of their audit and optional dinner. Would it be possible on the second day to offer a tour for the federal partners and any consortium members to the three ID counties? The concept is to fully impress upon all of our federal partners the diversity of our consortium communities and distances we're covering. The hope is that we can attract folks for more a substantial visit than just a 1-day summit.

Jerry has been communicating with the federal partners that we would follow a similar agenda as last year: start the summit at 9 and go until 3, presenting all the project updates and briefings, and then from 3-5 hosting the HUD listening session after the federal partners have had a chance to hear from the communities what's going on with the grant, pros and cons, or issues they are having so the federal partners can speak to what they've heard. They would like to be able to identify some resources or respond to the barriers mentioned. There was a discussion about having a dinner in Jackson with the 7 Mayors and 4 County Commission chairs after the listening session. Tom is still working on that option but at the same time came up with the tour idea to offer to federal partners to make the summit more attractive to them.

The agenda will definitely still include the listening session; the proposal is just to add an additional tour. The question is whether the tour is a good idea to entice people to stay a full second day. Would they be willing to do that? Jerry said it would be challenging because travel budgets are tight for agencies. Could the tour happen the afternoon before? People will have to come in the day before regardless. We will play the tour by ear, depending on when people arrive and what their travel arrangements are.

The agencies that are attending so far include:

- FTA: probably coming. It may be better to pursue a representative out of WY rather than Seattle
- FS and BLM (local representatives)
- Rural Development (state or area director)
- HUD (regional or deputy regional administrator, maybe field office director)
- EPA (head of sustainability division out of Seattle or state director)
- FHWA (division administrator for ID)

The sooner we can get the agenda info outlined and sent out for folks to make travel arrangements, the better. Jan will send the draft agenda later today or tomorrow to Jerry.

All summit activities exclusive of the agency/elected officials' dinner will be open to the public. We will have to decide on whether we will have tours. Jerry shared that there was a mandatory HUD training scheduled for the same date; he is not sure what impact that will have on what top officials are able to attend.

Jan will send out draft agenda and welcome feedback.

Heather will follow up with the Brendle to see what their time requirements are for the workshop component.

**Next meeting: Tuesday, April 29<sup>th</sup> 1:30-3:00**

**Annual Summit: Wednesday, May 7<sup>th</sup>, Victor ID**