



PO Box 10
201 N. Railroad Street
Ridgway, CO 81432

June 17, 2022

RE: Town of Ridgway Sustainability Advisory Board

Dear Potential Applicant:

The Town of Ridgway is accepting letters of interest for appointment to the newly established **Town of Ridgway Sustainability Advisory Board**. After expressing interest in advancing and encouraging environmentally sustainable practices and ideas within the Town, the Ridgway Town Council recently approved [Resolution No. 22-06](#), formally establishing a Sustainability Advisory Board.

The Town is seeking up to seven individuals to fill the available positions on the Sustainability Advisory Board. The Town Council aims to appoint members after candidates submit a letter of interest and interview with the Town Council during the August 10, 2022 Town Council meeting. Prior to submitting a letter of interest, applicants are encouraged to thoroughly review the *Town of Ridgway Sustainability Advisory Board Authority and Procedures*, attached to this letter as Exhibit 1. More details can be found below.

Purposes and Duties

The Sustainability Advisory Board will meet once per month and will be responsible for:

- Advancing and encouraging environmentally sustainable practices and ideas within the Town;
- Advising the Town Council in an effort to effectuate improvements to the Ridgway Municipal Code, Town operations and Town facilities on matters regarding sustainable practices, resource conservation, renewable energy and waste reduction;
- Collaborating with Town staff to continue implementing the goals and objectives in the [Ouray County & San Miguel County Regional Climate Action Plan](#);
- Making recommendations to the Town Council concerning the establishment of Town-wide greenhouse gas emissions reduction targets and other goals;
- Working in cooperation with other Town boards and committees to promote sustainability policies and programs;

- Promoting sustainability awareness and practices at Town events and assist interested individuals or groups in promoting their own sustainability practices;
- Making recommendations to provide opportunities for young people to broaden their understanding of sustainability practices and the effects they have.
- Performing other tasks related to environmental sustainability as the Town Council may direct.

Eligibility

To be eligible for appointment, candidates must be residents of Ouray County.

How to Apply

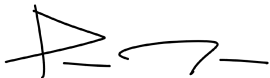
To apply, please send a letter of interest to Preston Neill, Town Manager, via email at pneill@town.ridgway.co.us.

Deadline for Letters of Interest

The deadline for letters of interest is **Friday, July 29, 2022 at 5:00 p.m.**

If you have any questions, please feel welcome to contact Preston at 970-626-5308, ext. 212 or at the email address above.

Sincerely,



Preston Neill
Town Manager

EXHIBIT 1

TOWN OF RIDGWAY SUSTAINABILITY ADVISORY BOARD AUTHORITY AND PROCEDURES

1. **Establishment, Purpose and Duties.** There is hereby established the Town of Ridgway Sustainability Advisory Board (Sustainability Advisory Board). The purposes and duties of the Sustainability Advisory Board are as follows:
 - a. To advance and encourage environmentally sustainable practices and ideas within the Town;
 - b. To advise the Town Council in an effort to effectuate improvements to the Ridgway Municipal Code, Town operations and Town facilities on matters regarding sustainable practices, resource conservation, renewable energy and waste reduction;
 - c. To collaborate with Town staff to continue implementing the goals and objectives in the *Ouray County & San Miguel County Regional Climate Action Plan*;
 - d. To make recommendations to the Town Council concerning the establishment of Town-wide greenhouse gas emissions reduction targets and other goals;
 - e. To work in cooperation with other Town boards and committees to promote sustainability policies and programs;
 - f. To promote sustainability awareness and practices at Town events and assist interested individuals or groups in promoting their own sustainability practices;
 - g. Makes recommendations to provide opportunities for young people to broaden their understanding of sustainability practices and the effects they have.
 - h. Performs other tasks related to environmental sustainability as the Town Council may direct.
2. **Membership and Term.** The Sustainability Advisory Board shall be composed of not less than three (3) members, not more than seven (7) members. One (1) member shall be an Ex-Officio Town Council member appointed by the Town Council. The Ridgway Town Council shall appoint members after candidates complete an application and interview with the Town Council.

All Sustainability Advisory Board appointees shall be appointed to terms of three (3) years. In the event a vacancy should occur during the term of any member, their successor shall be appointed in the same manner for the unexpired portion of the vacated term.

3. **Qualification of Members.** Ouray County residents shall be eligible for appointment to the Sustainability Advisory Board.
4. **Removal from Office.** Any member of the Sustainability Advisory Board may be removed for just cause at the pleasure of the Ridgway Town Council by a majority vote of the entire Council in office at the time the vote is taken. Just cause shall include misconduct, conduct unbecoming of a Town official, or more than two (2) unexcused absences within a twelve-month period. Prior to removal, the Ridgway Town Council shall conduct a hearing and shall provide written notice to the Sustainability Advisory Board member stating the grounds for removal at least three (3) days prior to the hearing.
5. **Officers.** The Sustainability Advisory Board shall select its own Chairperson and Vice-Chairperson. The Chair, or, in the absence of the Chair, the Vice-Chair, shall be the presiding officer of its meetings. In the absence of both the Chair and the Vice-Chair from a meeting, the members present shall appoint a member to serve as Acting Chair at the meeting.
6. **Meetings.** Sustainability Advisory Board members shall attend regular meetings held once a month at Ridgway Town Hall, or as designated by the Sustainability Advisory Board. Sustainability Advisory Board members may be required to attend other meetings during their terms, including Ridgway Town Council meetings or presentations to local groups or organizations. Meetings of the Sustainability Advisory Board shall be duly noticed and open to the public.
7. **Appropriation Authority.** The Sustainability Advisory Board shall not have authority to appropriate or spend Town of Ridgway funds. The Sustainability Advisory Board may provide recommendations to the Town Manager and/or Ridgway Town Council with regard to any annual budget.
8. **Council Amendments.** The Ridgway Town Council reserves the right to amend, increase, reduce or change any or all of the powers, duties and procedures of the Sustainability Advisory Board.