
Re: SusComm Nov 13 Attachment?

From Makayla Sundquist <sandpointhc.makayla@gmail.com>

Date Thu 11/6/2025 2:06 PM

To Christine Moon <cmoonsdpt@gmail.com>

Cc Kathryn Keeney <kkeeney@sandpointidaho.gov>; Mandy Brown <mbrown@sandpointidaho.gov>

 1 attachment (25 MB)

GHG Protocol - City Inventory Guidelines.pdf;

You don't often get email from sandpointhc.makayla@gmail.com. [Learn why this is important](#)

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Hello!

Here are the materials my friend sent me, and I will copy and paste her email as well. She sent me two spreadsheets that I am struggling to attach. Any ideas on how to share them?

Hi Makayla,

Thanks for reaching out to inquire about high-level guidance on setting a baseline greenhouse gas inventory for Sandpoint, Idaho. Please see below the breakdown of methodology and cost. I'm going to break this down into steps.

Step 1: Define the inventory scope and boundaries

Step 1a. **Geographic Boundary** - what area do you want this inventory to focus? Sandpoint proper or Kootenai county for example.

Step 1b. **GHG Inventory Boundary** - what scope of data are you wanting to include? Your options are either city government operations only, or community-wide (residents energy consumption, businesses, resident transportation, city gov fleet transportation, gov and non-gov building energy and fuel consumption, etc). For example, the City of Boise does a city wide GHG inventory where they split it between government and residential operations. See example here: <https://www.cityofboise.org/programs/climate-action/climate-action-progress/>

Step 1c. What scopes of emissions do you want to include? The most basic level required is to include scope 1 and 2 emissions. Scope 1 being direct emissions (e.g. City gov fleet vehicle fuel use). Scope 2 being indirect emissions from purchased electricity (e.g. Gov building electricity consumption). There is an

option to include scope 3 emissions in your inventory, such as municipal waste and waste water treatment. Here at SE, our basic GHG inventory cover scope 1, scope 2 and waste emissions. I advise this would be a good place to begin.

Step 2: Choose a GHG Inventory protocol to model your inventory after

Step 2a. I recommend you use the Global Protocol for Community-Scale GHG Inventories (GPC). This protocol was created by the GHG Protocol, a standardized framework that most cities use, and is backed by the EPA. I have attached the guidelines to this email.

Step 3: Collect the Data

This will be the most time consuming step. With this being a baseline inventory, make sure to allocate EXTRA EXTRA time for data collection. Odds are, it is likely going to be a goose chase a lot of the time to get the data you need. I am happy to advise on best data collection practices when you get to this step.

Step 3a. I recommend you use the EPA's community GHG data collection template. It is a great place to track progress and store all data in one organized area. I have also attached it to this email.

Step 4: Calculate Emissions

Step 4a. To calculate GHG emissions, you need two things. Activity data and an emission factor for said data. The activity data is what you gather in step 3. Emission factor research can be time consuming and costly... so to keep things easy for you... ***the EPA has created a GHG Calculation tool that is FREE for city governments to use. It was design for smaller cities like Sandpoint to do their baseline inventory, and it comes with all of the emission factors you will likely need.*** The emission factors have been updated to reflect 2025's values. I have attached the tool to this email.

Step 5: Estimate Emissions where data is missing

Step 5a. You will likely be unable to collect electricity, fuels or other data for certain buildings/entities. This is where estimations come in. Often times, estimations are done by taking the data you currently have, creating an average, and applying the appropriate emission factor to calculate the estimations. This is a methodology area that can be detailed further, when the time comes. Just be mentally prepared for this step and know it is okay if there are data gaps, because we can address them!

Step 6: Document all methods and (optionally) obtain third-party verification of the inventory

Step 6a. Make sure to keep clear records of methods, decisions, data collection practices, etc.

3rd party verification is the practice where a firm comes in and reviews your inventory for quality assurance. It is a way to get a stamp of approval that your inventory is credible. Not all cities do this, but some do! It is not required for Sandpoint to do this step, but presenting the option just in case. Verification will likely be costly, because you will need to hire a consulting firm. Another cheaper option could be to find a student who will do it pro-bono from a university. For example, a masters student who needs a project to graduate.

Pricing Breakdown - costs unfortunately vary so much for a project like this. You can go the consulting firm route - likely tens of thousands of dollars. Or, you can use the tools I provided in this email and either **A) train a city employee to do this work**, **B) hire a college student to do this as their graduate degree project or senior undergraduate project**, **C) find a freelance GHG consultant to contract through (such as ME!).** If you find a freelancer, you can either have them do the full inventory for a higher cost, or the city does the inventory work of data collection and the freelancer does the rest (such as estimations, calculations and deliverable creation). Freelancers usually charge between \$50-\$250 per hour for around 40 hours of work. If you find a freelancer for \$50 an hour, it would cost around \$2k. If you decide to have a city employee do it, you would need to account for the working hours for cost. Going through a consulting firm will likely cost anywhere from \$5k-\$10k.

I am working with my manager here at SE to get a price estimate if you were to sign a scope of work through SE. I am also checking to see if I am allowed to work as a freelancer for such a project.

Please let me know if you have ANY questions. I am happy to break down the above steps further and offer my guidance.

Natalie Wiley

Sustainability Consultant
SE Advisory Services
Schneider Electric

On Wed, Nov 5, 2025 at 12:58 PM Makayla Sundquist <sandpointhc.makayla@gmail.com> wrote:
Hello!

I will have materials sent by tomorrow. Thank you!

On Wed, Nov 5, 2025 at 12:40 PM Christine Moon <cmoonsdpt@gmail.com> wrote:

Hi Makayla,

We are putting the agenda and attachments together for a deadline tomorrow, Thursday, to post on Friday. We will have our member research reports on the agenda for discussion and hope to hear from you on what you are finding about a possible Sandpoint GHG Inventory. If you have an attachment before tomorrow end of day, please send it to Katie and Mandy. I've asked them how we can incorporate written materials into the meeting if they aren't submitted before the Attachment deadline. See you next week! Christine