
THE CLIMATE CHANGE ADVISORY COMMITTEE WILL HOLD THIS MEETING
IN PERSON AND USING A VIRTUAL, ZOOM WEBINAR PLATFORM

MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AT
CITY HALL OR CALL IN TO THE ZOOM WEBINAR

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OR TELEPHONE: 1-253-215-8782

WEBINAR ID: 913 9038 0790

AGENDA

- 5:30 pm Call meeting to Order/Roll Call/Accept of Modify Agenda/Conflict of Interest Disclosure
- 5:35 Approve July 20th minutes
- 5:40 Public Comment
- 5:45 Climate Officer (Autumn Salamack)
- Update on 2023-24 CAP workplan (attached – 10 mins)
 - Racial equity lens – applying a tool to a potential CAP project (attached – 15 mins)
 - Climate Officer updates (5 mins)
 - [Climate Smart Challenge](#) update
 - September 14th Climate Smart Bainbridge webinar: [Choosing Appropriate Trees for the Urban Environment](#) (flyer attached)
 - New [Erase the Waste business pledge](#) and recognition program
 - CAP Progress Report
 - EV-Ready code updates
 - ETIPP update and next steps
- 6:15 Updates
- Groundwater Management Plan (Deb)
 - Open Public Meeting Act (attached - Deb)
 - Sustainable Transportation Technical Advisory Team (Mike)
 - Other
- 6:45 Future Meeting Topics (All)
- 7:15 Adjourn

Materials

1. July minutes
2. Updated 2023/2024 CAP Workplan
3. Race Equity Toolkit
4. Tree workshop flyer
5. Draft Open Public Meeting Request Memo

Climate Change Advisory Committee
Meeting Minutes
Wednesday July 20, 2022

Present: Committee members David McCaughey (chair), Mike Cox (co-chair), Steve Richard, Deborah Rudnick (secretary), John Kydd, Julie Matthews, Derik Broekhoff, Kevin Thomas

Council Liaison: Leslie Schneider

City staff: Autumn Salamack, climate officer and staff liaison, Hannah Ljunggren

Kevin Thomas was introduced as our new committee member: 16 years on Island, has worked on climate forum and helping with social media; extensive background in marketing and social media. Doctoral candidate in Russian history as a previous life.

Attendees: none

No conflicts of interest stated

Approval of May minutes: Julie moved and Steve seconded with no corrections, approved by all.

Public Comment: none

officially acknowledge Lara (add this to Agenda but not formally discussed)

Discussion:

5:45 Climate Officer Updates (Autumn Salamack)

Ellen is looking for feedback on Committee Time Commitments

-Rough estimate of the amount of time committee members spent on their committee work (hours per month). This can include our work on climate smart communities. Last few years. You can email Autumn directly with this.

Mike would like to have a conversation around the shift in our role since Autumn was brought on.

Short list of recent achievements (for 2021 and 2022).

Short list of challenges: Deb brought up being beholden to the open meetings act and how that can hinder subcommittee work, we would like city council to continue to consider this. Deb can draft some language and run it around to committee members starting with Julie.

- Introduce new Climate Action Outreach Coordinator (Hannah Ljunggren)- background in habitat restoration, conservation, recycling, water quality, energy conservation and weatherization. Committee members provided several suggestions to Hannah for contacts in the school district.
 - o John asked about reminders: Autumn explained if you set deadlines in climate smart, you get notifications; and then if you have teams, there are meeting agendas and video resources available
- 2023-24 Climate Action Plan Workplan – draft list of priority actions (attached) – Autumn reviewed.
 - o Discussion around solar, community solar, and whether we should keep pursuing community solar; perhaps we should put this in the context of the ETIPP work
 - o ETIPP: Technical assistance on pathways to 100% renewable electricity by 2030, and how can we increase electrical system resilience, including microgrids. What do we want to have at the end of this to help us identify the next steps. We can use this work to have conversations with stakeholders. Mike asked if she wants a subgroup. Autumn wants some folks available on August 9 for a kickoff meeting with Spark NW. Limited to 4. Volunteers: Derik, Steve, David, Kevin; Derik mentioned the importance of not forgetting energy demand reduction/conservation, especially in the context of what we can do as a community.
 - o Green energy fund? This was picked up from last time- note to potentially incorporate this or develop further.
 - o Steve wants us to think about how to “measure” in some way progress towards CAP goals. How do we get to celebrate reduction?
 - o There’s nothing in here for a GHG inventory- Autumn did not put it in there, we haven’t really done anything yet to expect move the needle. There are a lot of things passed but not implemented. Working on a better data source for transportation so we have better VMT data. Thinking that it may be reasonable to hold off given these issues. The next analysis makes sense to do when we have 2025 data in hand. Derik concurred with this as well- risk of focusing on measurement over action, many variables.
 - o Leslie asked what if we had a scorecard on solar or other metrics, like transportation, or number of heat pumps.
 - o Julie added that we could play a role in several of these action items, you can ask us.
 - o Mike mentioned the franchise agreement and the need to keep that on our list moving forward as well.
 - o Are there areas Autumn wants input/thought on specific actions. Steve suggested adding a column and CCAC members can add in if they are willing and able to participate?
- Climate Officer Updates
 - o ETIPP application selected for technical assistance
 - o ZAP grant award for EV carshare program – working with mobility 4 all with this, grant funds need to be spent by June 2023.
 - o WWU Student Carshare App program update – schedule for university students to have a working app by this fall.
 - o Solar energy project updates – have a draft report, identified 4 community disaster hubs for adding solar, 2 for adding battery storage systems.

- o EV Ready Code updates
- o Contract updates for sustainable transportation and EV charging project
- o Department of Commerce Early Planning – Climate Change & Comprehensive Plans grant application – using it for high-resolution SLR work
- o Q2 CAP status update (City Manager Update at July 12th Council meeting)
- o Ride Transit Month highlights – coordinating with Kitsap Transit to highlight public transit
- o Zero waste activities for Celebrate Bainbridge – pumps for free water, hoping to make those available for other community groups to borrow
- o PSE Local Government Affairs – staffing update – Kierra Pfeiffer moved on, they are rehiring for that role
- o Site visits to O and M looking at EV-readiness for fleet vehicles
- o DC fast charger down by waterfront park for public use being evaluated – DKS associated
- o Renewable diesel evaluation by City to R99 showed good benefits- making this transition.

6:45 Updates

- Groundwater Management Plan (Deb) – waiting on receiving first draft chapters to review
- Clean Building and Energy Fund (David) -
- Other: Derik is working on a project for GHG inventories for Puget sound area counties including by zip code, consumption-based emissions inventories, will be public information. 2019 data, Derik is working on implications of consumption reduction on emissions. Intend to be out by end of year.
- August 17 meeting? May have a quorum

7:33 Adjourn- Steve Richards , seconded by Derik, all approve.

Materials

1. May minutes
2. 2023/2024 CAP Workplan

Co-Chair

Date

Status	CAP Category	CAP Action	Activity	City Lead	City Support	CCAC Support	External Partners to Engage <i>(draft list, not complete)</i>	Estimated Budget	Timeline for Completion <i>(if known)</i>
Committed	Energy	3.B.1.a/e 3.C.2.a	ETIPP - identify pathways and costs to achieve 100% renewable electricity on the island by 2030, and opportunities to increase the resilience of our electric systems on the island	Climate Officer	Communications; Potentially some Public Works (PW), Planning and Community Development (PCD), and/or Emergency Management	✓	CCAC, PSE, UAC (Bainbridge Prepares, BISD, Parks, etc. all seem possible)	NA - staff time	July 2022 - Dec 2023
	Energy	3.A.2.a 3.B.1.d	Pilot the Green Building Fund concept with program to transition homes to efficient heat pumps (per this example from East Side King County cities: https://www.energysmarteastside.org/)	Climate Officer	Outreach Coordinator, Legal, Finance, Communications	✓	PSE, Consultant/Non-Profit Partner, Housing Authority, CCAC	\$100-200k	2023-2024 (limited duration program)

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Committed	Energy	3.A.1.b 3.B.1.a	Finalize and implement PSE franchise agreement and partnership agreement/MOU promoting additional energy conservation and renewable energy offerings for Bainbridge Island customers <i>Note: PSE plans to launch a Targeted Demand Side Management program on Bainbridge Island by the end of Q3 2023</i>	PW	Legal, Climate Officer, Communications		PSE, CCAC	NA - staff time (unless MOU includes cost share for some City-requested activities)	Ongoing
Underway	Energy		Complete COBI PW transition to zero-emission hand tools	PW				\$60k	Majority to be purchased in 2023, remainder in 2024
Underway	Energy		Develop/implement ordinance and associated incentive/buyback program regarding zero-emission hand tools for the public	Climate Officer	Legal, PCD, Communications	✓	PSCAA, CCAC, Chamber, Landscaping Companies	\$120K	PW estimating \$40-60k to swap all of ours so doubling that amount for an incentive program, AND need budget for developing materials/translation services

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Group 1	Committed	Transportation	4.A.1.a	Complete sustainable transportation/GHG work with Fehr & Peers <i>(Implement recommendations from Fehr & Peers work for next steps)</i>	Climate Officer	PW, PCD			Likely some carryover of funds still be spent thru May 2023 from the \$72,790 in CAP funds contracted for this project in 2022	July 2022 - May 2023
	Committed	Transportation	4.B.1.b 4.B.2.b	Support zero-emission carshare pilot program at Town Center (per recent grant award to Mobility for All via WSDOT's Zero-emissions Access Program)	Climate Officer	PW		Mobility for All	Staff time for promotion No specific costs identified at this point	July 2022 - June 2023 (grant term - program would continue if successful)
	Underway	Transportation	4.B.1.a	COBI Vehicle Electrification Plan (vehicles and charging infrastructure)	PW, Climate Officer	Finance			\$125,000 (EVSE and electrical upgrades)	2024 - ID requests for next budget cycle
		Transportation	4.B.2.b	Develop and implement Community Electric Vehicle Plan (install more EV chargers in commercial centers, encourage transition of other fleets, promote broad EV adoption)	Climate Officer	PW, PCD	✓	CCAC, Climate Action Bainbridge/SB, BISD, Parks, BIFD, private development, Chamber	\$140,000 (including installation of at least one DC Fast Charger)	Likely 1-2 periods of installations in 2023

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	Committed	Waste	7.A.2.a	Implement 2023 waste reduction ordinance	Outreach Coordinator	Climate Officer, PCD, City Manager	Chamber, Zero Waste, BIDA	\$7,500 Business Ambassadors, Staff Time, some marketing	Ongoing	
	Committed	Adaptation	5.B.1.b.	Complete USGS CoSMoS modeling to identify infrastructure at risk from sea level rise and identify/implement priority actions to protect or adapt public infrastructure (phase 1)	PCD staff	Climate Officer, Emergency Management, PW, IT	Ecology, USGS, Bainbridge Prepares, Fire, BISD, Parks, BILT	Up to \$100,000 (TBD per recent grant announcements)	July 2022- June 2023 (DOC grant; longer for Ecology-funded work)	
	Committed	Adaptation	8.C.2.a	Implement recommendations from 2022 solar/BESS review of six community disaster hubs	Climate Officer	Emergency Management, PW	BP, Parks, BISD, Bloedel, etc.	\$42,000 (Sr Center) \$354,214 (all other sites - solar) \$394,221 (2 other sites - BESS) <i>ARPA funding</i>	2023-2024	
	Committed	Community Engagement	8.A.1.a	Continue implementation of Climate Smart Challenge	Outreach Coordinator	Climate Officer, Communications	✓	CCAC	\$5,000 license	Ongoing

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		Committed	Community Engagement	9.C.1.a	Produce a CAP progress report every year that includes a review of actions undertaken during the year and additional actions needed to meet the CAP goals for reducing GHG emissions and preparing the Island for climate impacts.	Climate Officer	Outreach Coordinator, Communications	✓	CCAC	\$30k (all graphic design services)	November each year (and ongoing)
			Other		Implement COBI actions from the CAP (internal CAP Implementation Team - quarterly meetings)	Climate Officer	PW, PCD, Communications, Exec			Staff time	Quarterly
			Other		Staff CCAC meetings	Climate Officer				Staff time	Monthly
		Underway	Buildings	4.A.1.i 4.A.2.a 6.B.1.a 6.D.2.b	Identify and implement code updates - continue working through recommended code updates in the CAP (bike parking, water conservation, waste, etc.)	Climate Officer	PCD, PW, Legal	✓	Planning Commission, CCAC		Flexible

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Group 2	Underway	Buildings	Assess feasibility to replace the ATS/electrical panel to power more of City Hall, changing to solar/battery backup instead of a diesel generator, and solar panel/batteries to power EV charging stations during electrical outages	PW	Climate Officer			\$25k to assess \$100k+ to implement	Flexible	
		Buildings	5.A.1.a Develop green building policy for new construction (multifamily and commercial; residential TBD pending future state legislation)	Climate Officer	PCD, Legal	✓		Staff time	Flexible	
		Energy	Enhance contract for solar panel maintenance (existing panels at two city facilities and any new panels added at disaster hubs)	PW	Finance, Climate Officer		Senior Center (Reed)	\$5,000	Ongoing (cost estimate to be verified)	
		Adaptation	8.C.2.a Complete pilot program for solar tables/charging stations and expand as needed	Climate Officer	Emergency Management, PW		BP, Parks, BISD, Bloedel, etc.	~\$20k per table	Install early 2023; expansion in 2024	

Status	CAP Category	CAP Action	Activity	City Lead	City Support	CCAC Support	External Partners to Engage <i>(draft list, not complete)</i>	Estimated Budget	Timeline for Completion <i>(if known)</i>	
	Underway	Adaptation	6.A.1.c	Train staff in, and use, the EcoAdapt Climate Change Adaptation Certification Tool, or similar tool - use consistently and track use/outcomes; evaluate potential to use for City review of private development as well	Climate Officer	PW, PCD, IT		EcoAdapt	\$3,500	Late 2022 for first training; likely annual training refreshers needed
	Underway	Natural Systems	6.A.2.a 6.A.1.e	Work with City arborist to develop guidance on tree species, canopy coverage, etc. to preserve ecosystem services and carbon sequestration by zones on the island	PCD	Climate Officer		CCAC, ETAC?	Staff time	Flexible
		Community Engagement	8.B.2.a	Host community workshops with hands-on demonstrations to learn how to take specific actions related to the Climate Challenge and CAP	Outreach Coordinator	Climate Officer, Communications	✓	CCAC, PSE, Sustainable Bainbridge, etc.	\$5,000	Ongoing

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Group 3	Waste	7.C.1.a	Complete analysis of Vincent Road Site as for potential anaerobic biodigester (TBD based on solid waste system review beginning in fall 2022)	PW	Executive, Legal, Climate Officer		CCAC, PSE, Bainbridge Disposal, Private Company		2024	
	Waste		Ensure new development has space requirements for sufficient bins for organic waste and recycling (and that trucks can access sites to promote more use of waste diversion services)	PCD	Climate Officer		Planning Commission		Flexible	
	Natural Systems		Identify and implement necessary steps to develop a comprehensive invasive species plan by 2025	PCD?	IT					

Status	CAP Category	CAP Action	Activity	City Lead	City Support	CCAC Support	External Partners to Engage <i>(draft list, not complete)</i>	Estimated Budget	Timeline for Completion <i>(if known)</i>
	Other		Develop climate action intern program. Potential intern projects: - Anti-idling ordinance development/campaign - Creating urban heat island map for island - Entering energy and water data into Portfolio Manager (for city accounts) - Video education series/challenge for youth RE: climate action	Climate Officer	Outreach Coordinator, IT, Communications, Finance		BISD, other educational institutions, PSE, WSF		Flexible



Racial Equity Toolkit

Adapted from Local and Regional Government Alliance on Race & Equity (GARE), “Racial Equity Toolkit: An Opportunity to Operationalize Equity¹.” The City wants to investigate use of this toolkit to help us build considerations of racial equity intentionally and explicitly into City decision making.

The Racial Equity Tool is a set of questions. For this pilot project, we used the following structure:

1. Proposal and desired results and outcomes
2. Benefit and burden
3. Racial equity impacts
4. Unrelated potential consequences and possible ways to address them
5. Engagement and outreach
6. Implementation

City of Bainbridge Island 2022 Pilot Project Approach

City staff are piloting use of a racial equity toolkit approach related to a goal of the Climate Action Plan, to allow only zero emission hand tools on Bainbridge Island. The City is currently working to transition its hand tools to zero emission models. The City is contemplating a requirement that only zero emission hand and yard tools (such as leaf blowers and chain saws) may be used on Bainbridge Island.

We are currently seeking input on how to approach this topic.

Questions to be used with the GARE Racial Equity Tool follow:

1. Proposal and Policy Goal
2. Who will benefit from or be burdened by the proposal?
3. What are the racial equity impacts of this decision?
4. What are consequences of this action that are unrelated to the policy goal? Are there any strategies to address these consequences?
5. Who do you need to talk to in the community about this proposal?
6. When implementing, who should be consulted about the approach?

¹ Available online: <https://www.racialequityalliance.org/resources/racial-equity-toolkit-opportunity-operationalize-equity/> Accessed March 22, 2022

RIGHT PLANT, RIGHT PLACE



Choosing appropriate trees for the urban environment



At this free, community workshop:

- Learn about tree selection, cultural conditions, species diversity, and planting tips for urban trees
- Review tree-related considerations in the City's Climate Action Plan
- Hear from the City Arborist and Climate Officer



When:

- Thursday, September 14th
- 6:00–7:00 pm
- Zoom workshop

Sign up for this workshop at:

www.bainbridgewa.gov/climateaction



Scan the QR Code to
Register

From: Climate Change Advisory Committee
To: Bainbridge Island City Council
Subject: Open Public Meetings Act

The Climate Change Advisory Committee (CCAC) requests that the City reconsider its position that all of the Washington Open Public Meetings Act (OPMA) requirements apply to the CCAC. We agree that the spirit of OPMA to make agency decision-making public and transparent is essential to good governance. However, the CCAC is an advisory committee not a governing or decision-making body. In our view, not all of the OPMA requirements need apply to the advisory committees in order to fulfill the intent and purposes of the OPMA.

As Municipal Research and Services Center (MRSC), a statewide organization that provides legal guidance to government entities in Washington, explains, purely advisory committees are not subject to the OPMA. (See <https://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Open-Public-Meetings-Act-FAQs.aspx#advisory-board>) As an advisory committee, the members neither individually nor as a group, have any governmental decision-making authority. An advisory committee serves purely to provide advice and recommendations. This description fits the CCAC.

As you know, the CCAC is comprised of community volunteers with individual expertise in specific areas. In recognition of that particularized expertise, the Council may ask the Committee for recommendations or advice on specific topics. The Council may then accept or reject the Committee's recommendations or advice in whole or in part. The Council may also take action without advice from the Committee. CCAC itself has no governmental decision-making authority. The CCAC is in name and in function an advisory committee.

A governing body subject to the OPMA must adhere to specific procedures. Procedures include, for example, advance public notice and opportunity for public involvement for any meeting involving a majority of the body. Additionally, communications in person, conference calls, emails and other electronic methods could be considered a meeting subject to the OPMA procedures if a majority of the body is involved.

It is very constraining for a committee, such as the CCAC, to adhere to these requirements and still be responsive to the Council and staff. To do its work, the CCAC is asked to respond as a consensus voice to Council's questions, provide recommendations or information to the Council and prepare technical documents that should be reviewed by and contributed to by most or all committee members. It is extremely difficult, if not nearly impossible, to complete tasks like this in a timely and efficient manner while observing the OPMA process.

CCAC fully supports the current practice of having the regularly scheduled full committee meetings publicly noticed in advance and open to public. We encourage public involvement and community interest in the Committee's work. Additionally, even if the CCAC is not a governing body, we agree that our recommendations or approval of documents to be provided to the Council should only be made in a noticed and open public meeting.

However, the preliminary deliberations leading up to a full committee discussion and/or vote on a final position or recommendation need not be constrained by the OPMA requirements. Much of the Committee's work involves developing technical or complex recommendations. These sorts of actions require back and forth deliberations, peer review, and often multiple rounds of editing among multiple Committee members. Each Committee member brings their own area of expertise and specialized knowledge. CCAC has nine members, thus five members constitutes a quorum. Therefore, under the OPMA, review or preliminary comment on any given idea or preliminary document is limited to four or fewer members.

As one small but telling example, we were recently asked by staff to provide a new member to the technical advisory team for sustainable transportation. Because we fall under the OPMA, we are prohibited from having a group email discussion that would enable us to know who was available and the best person for this task and quickly select a replacement, since the team was having their next meeting within a few days of the request.

Instead, we must independently reach out to staff, confusing and possibly duplicating efforts, because we aren't allowed to discuss it as a whole group without a publicly noticed meeting, which will not happen for another month, during which time the team would move forward without us. There have been multiple instances in which this inflexibility has led to delays or an inability for this advisory group to be timely and responsive.

Email correspondence, draft Committee products, and the preliminary Committee deliberations are maintained and preserved as agency records in the city's record keeping system. They are all readily available to interested members of the public if requested. Therefore, the preliminary discussions among Committee members are not hidden or secret. We agree that emails and communications reflecting these deliberations should be available to the public if requested. We are not suggesting a change to that practice.

Transparency and public involvement is key to good governance. CCAC actively seeks and welcomes community input. We recognize the need and desire to inform and involve the public. However, we do not think the OPMA is serving our community well in this case. What has been gained by not allowing us to have these discussions outside of publicly noticed meetings? Our emails are all public. We are all serving in a purely advisory fashion with no decision-making abilities. We'd like to understand if there are some kinds of intractable legal implications that we somehow cannot overcome and recognizing that a non-decision-making body should have the flexibility to have these conversations to get our work done. We look forward to further discussions with you regarding this issue.

The climate crisis isn't waiting around, and neither should we.

Respectfully,

CCAC...

Signed by chair?