

**Climate Change Advisory Committee
Meeting Minutes
December 20, 2023**

Meeting called to order at 5:31 PM by Kevin

Roll Call

- Committee members: Derik Broekhoff, Julie Matthews, Steve Richard (online), Sanjay Bhat, Michael Cox, Kevin Thomas, Jens Boemer, Ray Victurine
- City Staff: Autumn Salamack
- City Council: Kristen Hytopoulos and Leslie Schneider

Agenda

Accepted as is by those present.

Conflicts of Interest

Jens provided standard disclosure that he works for an institute that occasionally does business with PSE. Sanjay likewise provided his standard disclosure (he is marketing director at Kitsap Transit, which has a contract with COBI to promote transit, which is managed by Autumn's group at the city; he also serves on the Board with Courtyards on Madison, working with Department of Energy on community solar grant projects).

Minutes from Last Meeting

Julie moved, Steve seconded, unanimously approved.

Public Comment

- None

Updates from Autumn

- The city is working finalizing the 2023 annual climate action plan progress report for City Manager to share at January meetings.
- Update on heat pump pilot program (1 year pilot program to install energy efficient heat pumps in island homes).
 - Solicited qualifications and received responses from two firms (Spark NW and Kicking Gas).
 - They were invited to submit full proposals – due January 11.
 - Kevin from CCAC is helping to review proposals.
- The city is soliciting bids for solar carbon offset installations, working with consultant to apply criteria (including for additionality). Hoping to have a set of sites to review in early February. The city has budget to review up to 4 sites (which could be at public facilities, including Washington State Ferries).
- Hannah (Sustainable Transportation Coordinator) just submitted a grant application to Washington Dept. of Commerce for funding to install level 2 EV chargers for city fleet vehicles, as well as at the new justice center and in Lynwood center. Should know by January 16 if application is successful.
- Hannah will be holding a discussion on January 10 on sustainable transportation.
 - Committee also discussed whether it has been continued with school district.

- On January 27, the ETIPP team will be back to discuss solar + battery options for community disaster hubs.
- City has updated waste reduction regulations:
 - CCAC members discussed educating community about recycling basics, and ensuring recycling options are made available at different facilities.

Discussion of CCAC Priorities and Goals for 2024

Autumn also shared her thoughts on top 10 priorities for where CCAC could contribute in the coming year (while cautioning that it would probably be infeasible to form subcommittees for all 10), including:

- Taking forward ETIPP work to explore & develop renewable energy & storage options.
- Further helping with implementation & outreach on heat pump pilot program.
- Looking at electric landscaping tool requirements or incentive programs.
- Sustainable transportation plan implementation – including public EV charging program
- Helping promote e-bike incentive program.
- Updating GHG inventory for 2023 (in anticipation of 2025 CAP update).
- Helping outreach on tree cover, planting guidance.
- Responding to city requests.

Autumn also shared feedback on what has worked well in terms of CCAC input/assistance, including:

- Staffing outreach events.
- Analysis & assessment for carbon offset project.
- Heat pump program research.
- Guiding communications & materials.
- All the work to develop CAP.

Sometimes there has been tension between what people want to do vs. what city needs to prioritize (there are 100s of items in CAP, so we need to be selective).

Committee members and others shared and discussed ideas for what the committee could work on in 2024, assisting Autumn with her suggested priorities. Topics discussed included:

- More community outreach, education, communication of progress, and “marketing”.
- Assisting with grant writing.
- Developing “data dashboards” that could help communicate climate action priorities and progress in achieving them.
- Helping with inventory update.
- Helping with review of Climate Action Plan (CAP) .

Members discussed delegating CAP sections to individual(s) on committee to review & provide status updates – and communicate this to community (including through a dashboard). Mike to develop a framework, Kevin will distribute, people can sign up for sections and go from there.

The meeting was adjourned at 7:17 PM. Julie motioned; Sanjay seconded.