

**CITY AND BOROUGH OF SITKA**  
**Climate Action Plan Task Force**  
**Minutes of Meeting**  
**January 29, 2010**  
**Kettleson Memorial Library**

**I. Call To Order and Roll Call**

**Time:** 5:00 pm.

**Quorum Present:** Kenyatta Bradley, Michelle Putz, Kerry MacLane, Norm Campbell, Paul Olson

**Members of the Public:** Juliet Agne

**II. Approval of Minutes**

**MOTION:** Michelle moves to approve Jan. 22 meeting minutes. Kenyatta 2nds

**ACTION:** Passes Unanimously

**III. Approval of Agenda**

- Discuss and schedule options to meet with the Assembly
- Run through current proposals
- Discuss and assign individual project sheets
- Check numbers on the Initiatives Spreadsheet
- Prioritize and choose proposals
- Discuss vehicle fuel consumption and goals
- Discuss “Finished Initiatives” Values
- CACP Software

**MOTION:** Kenyatta moves to approve meeting agenda. Norm 2nds

**ACTION:** Passes Unanimously

**IV. Scheduling with Assembly**

The CAPTF wanted more time to produce a quality Climate Action Plan to the members of the Assembly. The committee was presented with three options to change their Feb 9 Assembly Work Session:

- 1) Do a work session with the Assembly discussion the CAP
- 2) Invite three members of the Assembly to a public CAPTF meeting
- 3) Invite all members of the Assembly to a public CAPTF meeting

Out of the three options, the best option is to have a public meeting and invite all of the members of the Assembly. At the meeting, the Assembly members will be able to see the CAP and provide input. The purpose is to finish a quality CAP draft before the scheduled public meeting, give the members the CAP a few days before the meeting, work on the CAP during the meeting and make the necessary edits, then have an official presentation for the entire Assembly at an Assembly meeting (with a possible schedule work session to make any more improvements to the CAP), then leave it up to the Assembly to approve or disprove the completed document.

The dates that would work best for the committee are (ranked for preference):

- 1) Wed, March 3<sup>rd</sup>, 2010
- 2) Thurs, March 4<sup>th</sup>, 2010
- 3) Tues, March 2, 2010

The meeting will occur between five and nine in the evening. All Assembly members and the public will be invited. The committee will also keep their scheduled work session on March 23, 2010.

## **V. Discuss/Assign Individual Projects**

The CAPTF looked over the various spreadsheets in the Initiatives document to verify numbers, discuss lifespan of different projects, and figure out how the spreadsheet will relate to the worksheets developed by Juliet, but sent out by Paul. The group confirmed that the carbon dioxide numbers are annual and that many of the school projects have a life span of at least twenty-five years. When the numbers were taken from the BMS Energy Audit, the age of the projects were listed as “1-25”, therefore, the conservative choice for the lifespan was 25 years and was applied to most BMS projects unless otherwise noted.

In order to get the format of the Sitka Climate Action Plan similar to that of the Brattleboro Climate Action Plan, worksheets were developed for committee members to fill out about each initiative proposed/supported. The information for each worksheet was also discussed. The implementation costs on the spreadsheet did not match-up with numbers given in the City Energy Audit. Juliet explained that when she had Chris Wilbur look over the Initiatives Spreadsheet, he was not happy with the implementation costs. The numbers from the Audit reflect cost to install specified project, but labor costs were not considered (since it ranges depending on contractor and quality of work), as well as costs to get the parts ordered, designs drawn (if necessary), and any items shipped. The new implementation costs include estimates for the other costs to be considered on each project.

As for some formatting concerns within the CAP, the CAPTF decided to include a list of “on-going projects” that the City is working on to show the Assembly the savings that are currently happening. This will also give a basis of how the committee is looking at each project and determining its worth. A separate table with projects recommended by the Energy Audit will also be included in the CAP.

A section about savings from electric boilers may potentially be small (based on implementation costs and long term savings), but having interruptible electric boilers allows the City to control the electrical demand in town. This will be included in the CAP.

Vehicles are still a concern that needs to be addressed. The group would like to recommend the City to get vehicles with better gas mileage, but the recommendation also needs to be financially realistic. Switching over 40+ vehicles in ten years to more fuel efficient vehicles is not realistic, so another option needs to be explored. Depending on how many vehicles the City plans on switching out in the fleet over the next ten years, the CAPTF recommends that of those vehicles, 1/3 should be converted to electric and 2/3 converted to hybrid.

## **VI. Prioritize and Choose Proposals**

After looking at the different implementation costs compared to the net present worth (the amount saved over the duration of the project if it was implemented), the group decided to pick the most cost effective projects. These projects had a NPW that was within 10% of the implementation costs. For example, if the NPW was 10% or more of implementation costs, then that project will be chosen for the CAP.

All of the projects for schools will be included into the CAP.

Once all of the final numbers (that were accessible) were inputted in the Initiatives Spreadsheet, the present committee members decided to prioritize the projects by net present worth, implementation costs, and CO<sub>2</sub> reduction.

## **VII. Finished Initiative Values**

The finished initiatives should also be considered in the CAP because they will add to the goal of reducing emissions by 933 tons CO<sub>2</sub> by 2020 based on 2003 emission values.

## **VIII. Assignments**

**Kenyatta:** check with Mark about projects that he plans on implementing from the BMS Energy Audit, also talk to Mark about converting schools to Electric Heating and contact Norm about making contact, and will email all members of the CAPTF the BMS Energy Audit document.

**Norm:** work on worksheets for specific projects in the CAP, talk to Chris Brewton about converting schools to Electric Heating, as well as converting all City buildings.

**Kerry:** work on worksheets for specific projects in the CAP

**Paul:** work on worksheets for specific projects in the CAP, make edits to CAP

**Michelle:** work on worksheets for specific projects in the CAP, ask Mayor Scott when the Assembly is available for an evening meeting, cancel the Feb 9 work session/meeting, talk to Dave Nicholls about the vehicle sinking funds and number of vehicles the City plans to switchover in the next ten years, and prioritize the table.

**Juliet:** calculate CO<sub>2</sub> numbers for past projects, reserve meeting rooms, submit newspaper meeting announcements, work with Kenyatta on getting school values.

## **IX. Adjournment: 7 pm.**

Respectfully submitted,  
Juliet Agne - Task Force Intern  
AmeriCorps Intern with Sitka Conservation Society/City and Borough of Sitka