

CITY AND BOROUGH OF SITKA
Climate Action Plan Task Force
Minutes of Meeting
April 9, 2009
Coast Guard Air Station Training Room

I. Call To Order and Roll Call

Time: 5:00 pm.

Quorum Present: Michelle Putz, Kenyatta Bradley, David Neel, David Nicholls, Kerry MacLane

Members of the Public: Jack Ozment, Juliet Agne

II. Agenda

- Go over past meeting minutes
- Work on CAP
 - Go over City Employee CAP comments
 - Find edits and assign work
- Discuss CAP Summary Brochure
- Plan for getting CAP back to Assembly (timeline)

III. Past Meeting Minutes Overview

Some of the minutes from past meetings have already been approved with edits, but no edits were submitted. The group did go over the minutes with edits and agreed to have them approved.

MOTION: Michelle moves to approve minutes with edits. Kerry 2nds motion.

ACTION: Motion passes.

IV. Work on CAP

The group went over various sections of the draft CAP. The CAPTF also received some suggested edits and feedback from City Employees to help improve the plan. These suggestions were discussed at the meeting. Also discussed at the meeting was all of the final edits that need to be found, assigned, and accomplished.

A. Chris Wilbur Suggestions

Chris mostly had wording suggestions throughout the document. Items include changing who's in charge of what project and correcting prices on other projects. On the Electric Heating Project, Chris told Michelle that there are five buildings that can be converted into interruptible electric heating without any additional need for construction. These buildings include the Harrigan Centennial Hall, the Fire Hall, Public Services Center, Sawmill Cove Admin Building, and the Wastewater Treatment Plant. Chris re-evaluated the room in those buildings and determined that interruptible electric boilers are possible. Other buildings where electric heating can be installed are the Airport and Library, however, extra costs will need to be considered for construction. The boiler rooms in those buildings are too small to have an electric boiler. The City's Corrosion Control Facility and Animal Shelter can also have heating systems installed into the building

using electric baseboards or heating units (and re-wiring). Those costs will need to be included in the implementations costs as well.

B. Chris Brewton Suggestions

Chris Brewton also submitted suggestions to the CAPTF to help improve the CAP. These edits have already been incorporated in the document except for the suggestion to move the Summary to the end of the Introduction. The rearrangement did not make sense with the switch.

C. Fire Statistics

The Forest Service fire office provided Michelle with the number of wildfires that have occurred on the Tongass National Forest from 1980 through 2009. There appears to be an upward trend in wildfires as the temperature of the earth increases. This type of information will be helpful in the CAP. Michelle then passed along the data to Juliet to do a graph and some statistical analysis to see if the rise in fires is significant.

D. Pieces Left To Do

The CAPTF went through the entire CAP and focused on highlighted sections that needed some final research and editing. These sections were assigned as necessary in order to get them completed.

- i| page
 - Number 144 minus under the “Adjustments” section needs to be edited to include the Performing Arts Center. To determine the carbon footprint of the building, a year’s worth of data need to be collected and compared to data from Sitka High School. **Kenyatta will work on the data and David Neel will look it over and make any necessary corrections.**
 - Delete “Unknown” and leave unknown sections blank
- Page 2
 - Change wording on “Past Projects” in table to correlate with corresponding section in CAP
 - Cost for electric heating: **Ken will get estimates for pricing from data given by Bob Dryden. Kerry will review the KWh and life cycle cost of the project.**
 - Item number 4: sentence needs to be completed
 - Get rid of asterisks in the Life Cycle column because they will not have a value associated with it.
 - Pacific High remodel is \$3.6 million
 - Make a note somewhere in CAP that “Other City Initiatives” and “Other School Energy Initiatives” will get funding from grants.
 - Write a footnote that Pacific High School and the City Buildings electric heating conversion are anticipated to be Capital Improvement Projects and will be 70% grant funded.

MOTION: Michelle made a motion to use \$4.00 per gallon as the standard gas price to incorporate into all the fuel calculations in the CAP. Ken 2nds motion.

ACTION: Passes.

- Other corrections made throughout the CAP
 - Incorporate a graph visual about forest fires in document

- Note that in conversion factors, \$4/gal is used instead of \$2.54/gal.
- Chris Brewton will revise the Streetlight Project page and will get it back to the group
- Ken will send David Neel the newest version of the PHS page and have him revise work
- Vehicle Graphs: David Neel and David Nicholls will adjust the text in the graph to accurately display the data for the projects
- Change project to “Commuter Transit Reimbursement Program”
- Kerry will finalize numbers for the MSW Recycling Recommendation (containers)
- Formatting: Group all categories (buildings, transportation, waste and procurement) together
- Enforcement: Who is the proper person to have under the enforcement section for regulations? Change the person to the Public Works Building Inspector
- In order to separate Community Wide Measures from Municipal Reduction Initiatives, put a label or make a note on top of page 36
- Make a note under the Community Wide Measures that this is outside of the municipal reductions, but the CAPTF is helping the City see ahead into the future instead of the here and now with these initiatives
- Funding title should be changed to “Initiative Funding”
- Kerry will edit the funding section. He will summarize pages 57-64 to make it more reader friendly

V. CAP Summary Brochure

Kerry wanted to discuss drafting a brochure that is 1-2 pages long that summarizes the CAP. His target audience would be the general public, but this brochure would be well suited for Assembly members and anyone who was interested in local climate issues. It will cover the who, what, where, when, and how for the general public. This brochure will be written well after the committee finishes the CAP and will be done by Kerry alone. He just wanted to see if the group was on board with this venture.

MOTION: Kerry makes a motion to write a 1-2 page document that summarizes the CAP. Nicholls 2nds.

ACTION: Passes 5 to 1

VI. Plan For Getting CAP Back to Assembly

Now that the plan is almost done, the CAPTF wanted to go over what else needs to be done to get the CAP finalized. To get things done, the group would like to have a Work Session with the City Assembly. During the work session, the CAPTF will set a specified amount of time to cover every section of the CAP with the Assembly to finally get a CAP draft that everyone is satisfied with. The format will be present and discuss section. The CAPTF decided not to attend an Assembly meeting as a Person to be Heard to give the Assembly a progress report on the group. Time will be better spent during a work session.

Next meeting will be on April 30th. Edits need to be submitted to Michelle by April 23rd.

VII. Duties

Michelle: Make edits to the CAP. Get a Work Session scheduled with Assembly members

David Neel: Adjust text in chart. Work with Kenyatta on PHS and Performing Arts Center data

David Nicholls: Adjust text in chart.

Kenyatta: Work with David Neel on PHS and PAC data. Send Michelle costs for electric heat conversions

Kerry: Adjust data to reflect corrected fuel costs. Edit Funding section. Look over and understand Electric Heat Conversion data.

Juliet: Work on forest fire data. Calculate life cycles on parts that are missing it. Work on Electric Heating conversion spreadsheet.

VIII. Adjournment 7:00 pm.

Respectfully submitted,

Juliet Agne - Task Force Intern

AmeriCorps Intern with Sitka Conservation Society/City and Borough of Sitka