CITY AND BOROUGH OF SITKA

Meeting Agenda
Sustainability Commission

Officers: Chair Aurora Taylor, Vice Chair (Vacant), Secretary Erik de Jong
Members: Elizabeth Bagley, Gerry Hope
Staff Liaison: Bri Gabel, Sustainability Coordinator
Assembly Liaison: Timothy Pike

Monday, November 3, 2025	**6:00 PM**	**Harrigan Centennial Hall**

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

Approve the September 8, 2025 minutes.

IV. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics off the agenda)*

V. SPECIAL REPORTS

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Discussion/Direction/Decision on Revision Recommendations to Sitka General Code 2.31: Sustainability Commission

B. Discussion/Direction/Decision on the 2025-2026 Work Plan

VIII. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics on or off the agenda)*

IX. REPORTS *(Staff, Chair, Assembly, Commissioners)*

X. SET NEXT MEETING DATE AND AGENDA

XI. ADJOURNMENT

CITY AND BOROUGH OF SITKA

Meeting Minutes
Sustainability Commission

Officers: Chair Aurora Taylor, Vice Chair Katie Riley, Secretary Erik de Jong
Members: Elizabeth Bagley, Gerry Hope
Staff Liaison: Bri Gabel, Sustainability Coordinator
Assembly Liaison: Thor Christianson

Monday, September 8, 2025	**6:00 PM**	**Harrigan Centennial Hall**

I. CALL TO ORDER AND ROLL CALL

Chair Taylor called the meeting to order at approximately 6:01 P.M.

Present: Aurora Taylor (Chair), Elizabeth Bagley, Gerry Hope, Erik de Jong, Katie Riley, Thor Christianson (Assembly Liaison)

Absent: None

Staff: Bri Gabel (Sustainability Coordinator), Mark Seavy (Public Works Director), Dennis Peterson (Chief Mechanic)

Public: Shannon Haugland (Daily Sitka Sentinel)

II. CONSIDERATION OF THE AGENDA

No changes.

III. CONSIDERATION OF THE MINUTES

Approve the July 7, 2025 minutes.

Riley moved to approve the July 7, 2025 minutes.
Motion PASSED 5-0 by voice vote.

IV. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics off the agenda)*

None.

V. SPECIAL REPORTS

None.

VI. NEW BUSINESS

A. Update on Procurement of Municipal Electric Vehicles

Mark Seavy, the new Public Works Director, introduced himself and updated the Commission on municipal vehicles in general and the impacts of the Alaska Marine Lines (AML) decision to stop shipping electric vehicles (EV) effective September 1st. Gabel provided additional details on the vehicle procurement process. Seavy and Gabel answered Commission questions regarding the impacts this would have on the progress on resolution 22-18: Decarbonize Municipal Operations. Seavy explained that while AML's decision would be a challenge, the City was looking into alternatives options and would still purchase EVs if possible.

B. Approve Comments for the Alaska Marine Highway System's Regulation Review for Public Comment

Gabel introduced the item and explained that shortly after the notification from AML regarding EVs, the Municipal Administrator received a request for information (RFI) on a regulation review for the Alaska Marine Highway System (AMHS) and requested the Sustainability Commission review the drafted comments for CBS. She informed the Commission that if approved, they would be sent to the Municipal Administrator who would submit the comments on behalf of CBS.

Commissioners discussed the RFI and proposed modifying the draft comments as follows:

- Highlight/bold the main point of the comments in the introduction
- Break up recommendation 2 into two recommendations
- Include a minimum window of 30 days for public comment in recommendation 6

Bagley requested that comments be sent to additional state representatives.

Riley moved to APPROVE the draft CBS AMHS regulation review request for information comments as written in the packet and modified through Commission discussion.
Motion PASSED 5-0 by voice vote.

C. Appoint Commissioners to the Decarbonizing and Rightsizing to Improve Vehicle Efficiency (DRIVE) Advisory Group

Gabel introduced the item and explained that with a new Public Works Director, new EV challenges, and an upcoming budget cycle, the Decarbonizing and Right-Sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group would begin to formally meet. She added that while three Commissioners had volunteered, it was recommended to formally appoint two Sustainability Commission Representatives given potential changes to the Commission size to address longstanding vacancies.

Taylor moved to nominate de Jong as a Sustainability Commission Representative for the Drive Advisory Group; de Jong accepted the nomination.
de Jong was APPOINTED as a DRIVE Advisory Group Representative 5-0 by voice vote.

Riley moved to nominate Bagley as a Sustainability Commission Representative for the Drive Advisory Group; Bagley accepted the nomination.
Bagley was APPOINTED as a DRIVE Advisory Group Representative 5-0 by voice vote.

VII. UNFINISHED BUSINESS

None.

VIII. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics <u>on or off</u> the agenda)*

None.

IX. REPORTS *(Staff, Chair, Assembly, Commissioners)*

Staff: Gabel updated the Commission on the status of the Community Greenhouse Gas Emissions Inventory which was awaiting final approval from the National Renewable Energy Lab (NREL) and announced she would be traveling the following week for the annual Energy-to-Communities summit at NREL in Denver, CO. She encouraged Commissioners to attend Southeast Conference as she would be unable to attend.

Chair: Taylor informed the Commission that she would be in Anchorage, AK for the October meeting and that the Department of Transportation's Rural Tribal Assistance Pilot Program was currently open.

Assembly: None.

Commissioners: Bagley announced that she would be in Italy during the next meeting for an invite-only climate summit hosted by Pope Leo XIV.

Hope updated the Commission on recent conferences he had attended and information about staffing changes and upcoming visits from the U.S. Department of Transportation Office of Tribal Government Affairs representatives.

Riley requested Commissioners help connect her with organizations eligible for a grant to support EV infrastructure.

X. SET NEXT MEETING DATE AND AGENDA

The next meeting was scheduled for Monday, October 6, 2025 at 6:00 P.M., in Harrigan Centennial Hall.

XI. ADJOURNMENT

Chair Taylor moved to adjourn the meeting.
Seeing no objection, the meeting ADJOURNED at approximately 7:11 P.M.

Minutes by: Erik de Jong, Secretary

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator
Date: October 31, 2025
Subject: **Discussion/Direction/Decision on Revision Recommendations to Sitka General Code 2.31: Sustainability Commission**

Background

The Commission is composed of seven members appointed by the Assembly and, to the extent deemed advisable by the Assembly and possible from the applicants, include at least one individual with background or training as a sustainability professional and at least one individual of Alaska Native heritage with understanding and appreciation of the historical importance of sustainability on Tlingit Aaní. All voting members of the commission shall be at-large members and representative of a diverse cross-section of the community (SGC 2.31.010, 2022).

With the election of Commissioner Riley to the Assembly, the Sustainability Commission now has three open seats, two of which have been vacant for over a year. Open seats have caused challenges in meeting the quorum requirement of four members to take Commission action as open seats count towards the majority requirement (Ord. 74-114 § 3(c), 1974.).

Recruitment and retention of volunteers is a challenge across municipal boards, commissions, and committees. In the case of the Sustainability Commission, this has proven to be an exceptional challenge as both a newer commission and one with largely self-driven projects that often require more work outside of monthly regular meetings.

Analysis

To keep the Commission functional, staff will be preparing the necessary documentation to reduce the Commission size from seven to five. Reducing the Commission size from seven members to five will change the quorum requirement to three members rather than four. Even with this reduction, one open seat will remain.

This also presents the opportunity to revise other sections of SGC 2.31. Based on the kinds of items presented and actions taken over the past year, it is recommended to consider reducing the required meeting frequency from once per month to once per quarter (SGC. 2.31.030A), with monthly meeting slots alternating between work sessions and regular meetings. This would ensure that action can still be taken and allow more time for Commissioners to work on certain goals that have not made progress without scheduling additional work sessions between monthly meetings. Doing so would better utilize the monthly time slot, prevent meeting cancellation due to lack of actions, and better align with the nature of the Commissions goals, which are generally longer term and don't necessitate action once per month.

It should be noted that the quarterly requirement is a minimum, meaning that at any point standing work session time can be converted into a special meeting as needed.

Recommendation

Advise staff on possible SGC to 2.31 revisions to improve Commission functionality and efficacy, including but not limited to changes to the meeting frequency. No motions are required but can be made if necessary.

Next Steps

The Clerks office will prepare the necessary materials needed to amend the Commission size. Recommendations for changes will be passed to the Clerks who will determine the possibility of each suggestion. It is anticipated that the first reading will occur at the second November Assembly meeting and go into effect after the second reading during the first meeting of December.

Commissioners should continue to recruit for one vacant seat.

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator
Date: October 31, 2025
Subject: **Discussion/Direction/Decision on 2025-2026 Work Plan**

Background

On March 11th, 2024, the Assembly unanimously approved the 2025-2026 Sustainability Commission Work Plan and included goals. These goals are:

1. **Support Sustainable Municipal Operations**
   - **a.** Update the Municipal Greenhouse Gas (GHG) Emissions Inventory and analyze progress.
   - **b.** Identify sustainability metrics for municipal operations that align with CBS's Strategic Plan.
   - **c.** Develop recommendations and necessary actions to reduce municipal emissions, such as continued support for electrification of the municipal fleet via advisory group.
   - **d.** Integrate sustainability metrics into existing and near future CBS projects.
2. **Explore Regional Approach to Sustainability**
3. **Collaborating with City Staff on Strategic Management of Municipal Solid Waste**
   - **a.** Develop the Solid Waste Advisory Group Charter and MSW Strategy
   - **b.** Facilitate Public Engagement in the Southeast Alaksa Solid Waste Authority Regional Planning Project
4. **Supporting and Finalize the Sitka Community Renewable Energy Strategy**

   Update: The technical greenhouse gas emissions inventory is currently awaiting approval from Energy Technology Initiative Partnership Program (ETIPP) program sponsors at the National Renewable Energy Lab and the Department of Energy.

Recommendation

This item is intended to allow Commissioners to coordinate the next steps to begin working towards the approved goals. No motion is required but can be made if necessary.