

CITY AND BOROUGH OF SITKA

Meeting Agenda 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, June 2, 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 May 5, 2025 minutes.

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

V. SPECIAL REPORTS

VI. UNFINISHED BUSINESS

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

VII. NEW BUSINESS

B. Designate a Commissioner to Present to the Sitka Tribe of Alaska's Transportation and Community Development Committee

C. Discussion/Direction/Decision on the Sitka Community Renewable Energy Strategy (SCRES) Outline

D. Discussion/Direction/Decision on the SCRES Guiding Principles Definitions

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, May 5, 2025

6:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Acting Chair Riley called the meeting to order at approximately 6:05 P.M.

Present: Katie Riley (Acting Chair) Elizabeth Bagley, Gerry Hope, Erik de Jong, Aurora Taylor (telephonic)

Absent: None

Staff: Bri Gabel (Sustainability Coordinator, telephonic), Amy Ainslie (Planning and Community Development Director)

Public: Eric Jordan, Leah Mason, Sam Pointer

II. CONSIDERATION OF THE AGENDA

No changes.

III. CONSIDERATION OF THE MINUTES

Approve the May 2025 minutes.

Hope moved to approve the March 3, 2025 minutes.

Motion PASSED 5-0 by rollcall vote.

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

None.

V. SPECIAL REPORTS

None.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. Approve the Sitka Community Renewable Energy Strategy (SCRES) Guiding Principles

Gabel introduced the item and explained how throughout the scoping community survey and solidified through workshop discussions, four themes that guide how Sitkans think about their energy future had emerged: affordability, reliability, self-sufficiency, and innovation. She explained that the intent was to build a narrative around each of them to illustrate what each of these principles meant and how they impact the future energy system in Sitka. By doing this, the community could better decide which actions to pursue to move Sitka towards each of these priorities that have been consistent throughout the project.

Riley inquired about the inclusion of collaboration as a guiding principle as it was also a community value. Amy Ainslie clarified the distinction between a value and the guiding principles; Gabel suggested drafting it as either a guiding principle or guiding question for review at the June meeting.

Bagley inquired if the renewability of Sitka's energy sources should be reflected more explicitly in the guiding principles and table. Gabel explained that the renewable aspect of the project would be more clearly described in the draft SCRES document.

Leah Mason spoke in support of the storytelling approach to help understand the nuances of the proposed themes. Eric Jordan shared his experiences and observations about the benefits of clean energy, emphasizing the cost savings.

Hope moved approve affordability, reliability, self-sufficiency, and innovation as the guiding principles/priorities for the Sitka Community Renewable Energy Strategy.
Motion PASSED 5-0 by rollcall vote.

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

The Commission discussed challenges regarding municipal solid waste and the lack of a Public Works Director and updated waste stream analysis. Gabel provided an update on the Southeast Alaska Solid Waste Authority's (SEASWA) regional solid waste planning project and how it could support the Commission's work with municipal solid waste.

Riley asked about the status of electric vehicle purchases and their usage in the municipal fleet. Ainslie provided where to find that information in the FY26 budget and pointed out vehicles slated to be replaced with EVs and provided an update on the Energy Efficiency and Conservation Block Grant funds. Riley, Hope, and de Jong expressed interest in participating in the Decarbonizing and Rightsizing to Improve Vehicle Efficiency (DRIVE) advisory group to support staff as needed.

Hope called attention to how the Commission could track their regional sustainability efforts and networking.

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

Sam Pointer introduced himself to the Commission and his interests in the Commission's ongoing work and that he looked forward to learning more.

Mason spoke in support of tracking regional sustainability efforts and taking a proactive approach in finding solutions.

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

Staff: Gabel updated the Commission on the SCRES technical team's visit to host roadmapping workshops and the progress that was made. She attended the Sustainable Southeast Partnership (SSP) retreat in April and was currently attending the Energy Leadership Accelerator summit cohosted by the Alaska Center for Energy and Power (ACEP) and Rocky Mountain Institute (RMI).

Chair: Riley reported on the SSP retreat, her attendance to the Alaska Longline Fisherman's Association's climate adaptation work session in March, her work with the Sitka Conservation Society's fish to schools program and how it could be modeled regionally and announced that the CBS Electric Department was currently recruiting a high-school aged intern.

Commissioners: Bagley summarized her guest lecture on climate change and human health at the Sitka High School.

Hope summarized his attendance at the Central Council of Tlingit and Haida Tribal Assembly meeting and explained their role in a regional approach to sustainability.

Taylor reported on the SSP retreat and her work with Spruce Root and the Bristol Bay Native Association on climate adaptation in fisheries in Dillingham, Alaska.

X. SET NEXT MEETING DATE AND AGENDA

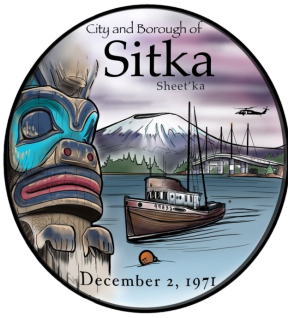
The next meeting was scheduled for June 2, 2025 at 6:00 P.M., in Harrigan Centennial Hall.

XI. ADJOURNMENT

Acting Chair Riley moved to adjourn the meeting.

Seeing no objection, the meeting **ADJOURNED** at approximately 7:46 P.M.


Minutes by: Bri Gabel, Staff Liaison



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: May 30, 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.

Update: Staff are consolidating numbers for the Municipal GHG Emissions inventory. The primary source of emissions is transportation, as only three municipal buildings, the animal shelter, City/State building (owned by the state, City pays 1/3 of expenses), and the Public Services Complex use oil-fired boilers. The airport and City Hall are currently in the process of renovation.

- 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.

Update: The FY26 budget has been adopted and will take effect July 1st. Commissioners Hope, de Jong, and Riley have volunteered for the working group. The Central Garage Fixed Assets Schedule (EVs highlighted) and Decarbonizing and Rightsizing to Improve Vehicle Efficiency (DRIVE) advisory group charter are enclosed.

- 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 Alaska Solid Waste Authority Regional Planning Project

Update: The consultant group is currently collecting information from across Southeast Alaska. Sitka's questionnaire has been received, and the Sustainability Coordinator is facilitating gathering the necessary information. Community profiles are anticipated to be published in June/July. A story map is being created. Updates about the project can be found [here](#).

4. Supporting and Finalize the Sitka Community Renewable Energy Strategy

See agenda items C and D. A5-minute road mapping survey is [currently open](#).

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.

Encl:

CBS Central Garage FY26 Fixed Assets Schedule

Decarbonizing and Rightsizing to Improve Vehicle Efficiency (DRIVE) Advisory Group Charter.

**City and Borough of Sitka
Fixed Asset Schedule
FY2026**

Central Garage Fund

Placeholder for equipment budgeted as an expense	\$20,000.00
Electric Hot Water Pressure Washer	\$15,000.00
RP F310 Walker Mower T 27HP with Grass Handling System	\$23,790.00
RP F310 Digger Derrick Freightliner	\$365,000.00
RP 2025 Ford Lightning pro all-electric	\$54,370.00
RP 2025 International Cab/Chassie, dump box, sander box, vplow	\$350,584.00
RP 2025 Ford F250 Crew Cab, Vplow, Tommy Lift Gate	\$85,000.00
RP Ford F150 Lightning AWD	\$73,000.00
RP Ford Transit Van AWD (replaces #418)	\$90,000.00
RP Ford F550 with 3 yard Dump (replaces #384)	\$82,000.00
	<hr/>
	\$1,158,744.00

Building Maintenance Fund

Placeholder for equipment budgeted as an expense that should be treated as a fixed asset	
	\$30,000.00
	<hr/>
	\$30,000.00

TOTAL FIXED ASSETS

\$1,625,265.00

**CITY AND BOROUGH OF SITKA DEPARTMENT OF PUBLIC WORKS
DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

1. INTRODUCTION

1.1 PURPOSE

Decarbonization And Right-Sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group (herein "DRIVE") Charter with members representing key fleet stakeholders pursuant to CBS Administrative Policy 24-03: *Municipal Fleet Management and Procurement Policy*¹ to support direction given in CBS Resolution 2022-18: *Increasing the Energy Independence of The City and Borough of Sitka by Decarbonizing City Operations By 2030*².

1.2 GENERAL PROVISIONS

- 1. SCOPE:** This policy applies to all CBS staff and volunteers serving on DRIVE.
- 2. AUTHORITY:** DRIVE work will fall within the Public Works Department under the general direction of the Public Works Director. The CBS Public Works Director maintains the authority granted by the Municipal Administrator, aligned with the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation of resulting work of DRIVE.

DRIVE shall be bound by the guidance of the Municipal Administrator, and if directed by the Municipal Administrator, the Municipal Attorney. The Municipal Administrator maintains the authority to approve/reject final deliverables.
- 3. EFFECTIVE DATE:** This charter will take effect as of the signing date.
- 4. REVIEW/REVISION INTERVAL:** Every 1 year in alignment with review of Policy 24-03 or in alignment with revision changes.

1.3 INSTRUCTION

DRIVE is tasked with development, implementation, and maintenance of the strategy to enhance the operation, cost effectiveness and improved environmental impact of the City and Borough of Sitka's municipal fleet procurement and replacement strategy. The resulting strategy will be in alignment with the objectives and criteria in its establishing Policy 24-03 as follows:

1.3.1 OBJECTIVES

1. Optimize the fleet size and minimize vehicle size, weight, and other factors affecting fuel use, when appropriate; and
2. Improve department operational & fiscal efficiency by reducing total cost of ownership over the lifetime of the vehicle; and
3. Reduce consumption of fossil fuels and associated GHG emissions

1.3.2 CRITERIA

1. Fuel-efficient with the lowest emissions within the vehicle class/type; prioritized by the following hierarchy (see *Definitions* for details):
 - a. An all-electric vehicle³
 - b. A plug-in hybrid electric vehicle⁴
 - c. A hybrid vehicle⁵
 - d. An alternative fuel vehicle when and where fuel is readily available⁶
 - e. A vehicle powered by gasoline or diesel⁷

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

2. Commercially available, practical, and reasonably cost-competitive for the class/type of vehicles needed for specific assignments.
3. Able to perform the job function for which the vehicle is needed, with no diminishment of capabilities or performance.

2. STRATEGY DELIVERABLES

2.1 A hierarchy of engine and fuel system standards by vehicle class tailored to Sitka.

DRIVE shall develop vehicle and equipment standards for the City fleet that considers fuel-efficiency with the lowest emissions that can apply broadly to City vehicles. Said standards shall prioritize according to the hierarchy in section 1.3.2.1. Standards developed shall reflect market availability that is practical and reasonably cost competitive for the class/type of vehicles needed for specific assignments.

2.2 An analysis of the municipal fleet composition, with recommendations evaluating fleet right-sizing and right-typing, motor pooling, and departmental transfers.

It is understood that City departments may use the same equipment, but an individual department's service commitments may require an unequal number of daily miles travelled, relative maintenance costs, and/or shorter service life due to extensive daily use. DRIVE shall review sub-fleets individually to establish custom fleet management goals if necessary. Sub-fleets include but are not limited to Public Works, Electric, Harbors, Police, and Fire Departments.

2.3 Direction for implementing fueling infrastructure and maintenance.

DRIVE will collaborate with necessary City departments to facilitate the installation of charging and alternative fueling infrastructure. Construction and installation of municipal charging or alternative fuel infrastructure or the replacement of existing infrastructure for the City fleet shall be evaluated by DRIVE prior to installation. Charging or alternative fueling stations for public use on municipal property, or the relocation of existing charging fuel stations, may also be evaluated by DRIVE.

2.4 Methodology for continual efficiency and improvement evaluations for fleet replacements

The DRIVE will establish standard operating procedures for municipal vehicle renewal and replacement that ensures that the City sustains maximum operational efficiency. Replacement analysis will include a variety of factors such as total fuel costs over the lifespan of the vehicle, maintenance and repair costs, and resale value to give weight to other factors besides the initial cost of the vehicle. Replacements shall consider operational needs, the City's climate sustainability, and public health goals, and indirect savings through reductions in greenhouse gas emissions.

2.5 Appropriate exemptions, if any, to ensure public safety in emergencies

Exemptions to this policy may be considered on a case-by-case basis by DRIVE, based upon the intended use, application, and/or over-riding cost considerations. Public safety vehicles will be closely monitored as equipment manufacturers provide sustainable fleet alternatives. Fuel economy and vehicle emissions are prioritized when requesting other vehicle types. DRIVE will develop an appeal process if a department does not agree with the DRIVE vehicle recommendation.

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

2.6 Recommendations for pursuit of funding to support capital requests.

The purchase of policy-compliant vehicles and equipment may be more expensive in the initial years. Departments should estimate the upfront investment required for vehicle purchases and budget accordingly in capital budget requests. DRIVE will make recommendations to CBS staff to take advantage of grant funding to offset the upfront costs of electric vehicles and charging apparatus. DRIVE shall evaluate existing capital requests for vehicles and evaluate opportunities to fund additional upfront costs.

2.7 Recommendations for professional development to support CBS staff's ability to maintain a mixed composition fleet.

A well-maintained vehicle will optimize fuel use and reduce air pollution. Preventative maintenance that ensures optimal vehicle operation shall be performed regularly for each vehicle. While the current staff is skilled at maintaining conventional engines, requirements to maintain alternative vehicles will be necessary. Where applicable, DRIVE will build awareness and identify opportunities to educate its employees regarding responsible vehicle operation and upkeep.

2.8 Additional deliverables recommended or requested by other CBS Departments and approved by the Municipal Administrator.

DRIVE recognizes that the above deliverables do not encompass the entirety of support needed to achieve policy 24-03 objectives and that those objectives can only be met through a collaborative effort across departments. Throughout development, if departments identify additional deliverables, DRIVE will review the request and advise on approval. Additional deliverables will be reflected through amendments to this charter.

3. ORGANIZATION

This section outlines the composition of DRIVE, roles and responsibilities, as well as the individual roles and responsibilities that are specific to each member of DRIVE.

3.1 MEMBERSHIP

DRIVE shall include, at minimum, three principal members: the Public Works Director, Chief Heavy Equipment Mechanic, and the Sustainability Coordinator. To increase public engagement, up to three Sustainability Commissioners may hold membership. Ad hoc membership may be extended to other internal CBS staff with relevant knowledge, skills, or concerns, to help inform the strategy.

3.2 ROLES & RESPONSIBILITIES

Defining roles and assigning responsibilities to those involved in strategy development provides clear directives and expectations that allows for efficient workflows, encourages accountability, ensures longevity and progress, and inspires collaboration among DRIVE team.

3.2.1 ROLE: GENERAL COMMITTEE

The primary role of the DRIVE is to oversee the development, implementation, maintenance, improvement, and integration of the strategy to enhance the operation, cost effectiveness and improved environmental impact of the City and Borough of Sitka's municipal fleet.

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

General Responsibilities:

- Develops strategic deliverables (see section # for more details).
- Produce an annual report outlining progress made on strategic deliverables and achieving Policy 24-03 objectives.

3.2.2 ROLE: PRINCIPAL MEMBERS

Public Works Director: Oversees and directs by giving input, making decisions, and approvals regarding DRIVE recommendations. Ensures DRIVE remains achievable, realistic, in alignment with CBS strategic goals and Assembly direction.

Chief Heavy Equipment Mechanic: Oversees operations and maintenance of municipal fleet. Facilitates vehicle purchases and communicates with vendors. Identifies challenges and concerns with fleet upkeep. Collects data on fleet usage as requested.

Sustainability Coordinator: Oversees all aspects of DRIVE logistics. Primary communicator and central point of contact for all DRIVE-related activities. Collaborates with principal members to communicate with all internal and external stakeholders. Responsible for ensuring annual report is created and made available.

Principal Member Responsibilities:

- Updates administration and Assembly on DRIVE as needed.
- Navigates and advocates for funding during the budgeting process.
- Ensures DRIVE recommendations align with strategic goals of CBS.
- Maintains internal working DRIVE documents.

3.2.3 ROLE: SUSTAINABILITY COMMISSIONERS

If desired by the Sustainability Commission, up to three Commissioners may serve as members of DRIVE. They serve as the primary source of public input as necessary for strategy development. They provide direction, and support principal members in research and public outreach.

Responsibilities:

- Updates Sustainability Commission on DRIVE as needed.
- Advocates for public engagement opportunities to improve the strategy via the Sustainability Commission.
- Researches, reviews, analyzes, evaluates potential solutions to DRIVE strategy challenges.
- Makes recommendations that assist in the development of DRIVE strategy and necessary capital improvement projects for implementation.

3.2.4 ROLE: AD HOC MEMBERS

If at any point during the development of the DRIVE strategy, existing members lack the necessary relevant knowledge or skills, membership may be extended to CBS staff, such as the Building Official, Asset Manager, public safety staff (Police and Fire), to assist with specific challenges.

Responsibilities:

- Advise, direct, and provide solutions relevant to their areas of expertise.
- Reviews and provides input of potential solutions and/or identifies additional challenges.

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

4. MEETINGS

The following section outlines details to guide communication within the committee meeting setting to ensure consistency and longevity of the strategy development.

4.1 DRIVE COMMUNICATIONS

The primary form of communication and decision making within the DRIVE shall be in the form of committee meetings. The following section outlines requirements for DRIVE meetings.

4.2. MEETING INTERVAL

DRIVE meetings will be regularly held on a recurring, monthly basis and time as determined by the Public Works Director. At a minimum, committee meetings shall be held once per 60-day period quarter.

4.4 MEETING NOTES

Meeting action items and decisions shall be recorded by the Sustainability Coordinator or other delegated member. These notes shall be reported to all DRIVE members within one week of the meeting's occurrence via email. Meeting notes may be supplemented through feedback from DRIVE members.

4.5 FACILITATION

All meetings shall be facilitated by one of the principal members. Facilitation shall include the development of meeting presentation materials, agenda, and meeting scheduling. Facilitation may be delegated to other members of DRIVE, as needed, by one of the principal members.

4.6 RECOMMENDATIONS

DRIVE shall make recommendations to the Public Works Director and/or Municipal Administrator as appropriate and aims to make recommendations via general committee consensus.

5. COMMUNICATIONS AND PUBLIC ENGAGEMENT

The following section outlines details to guide communication outside of the committee meeting setting, with other internal to CBS employees, to the CBS Assembly, and with external stakeholders.

5.1 Municipal Administrator

The Public Works Director will update the Municipal Administrator on the work of DRIVE as needed.

5.2 Public Works Staff

Communications regarding procedural changes, implementation, or requests for feedback from CBS employees shall be facilitated through the Public Works Director or delegated by the Director to the appropriate Public Works staff.

5.3 CBS Assembly

Communications to the CBS Assembly shall be conducted through the Municipal Administrator as directed or through quarterly departmental updates.

If Sustainability Commissioners are active members, updates may also be included in their annual work plan or in updates to the Assembly as requested by the principal members.

5.4 Sustainability Commission

If Sustainability Commissioners are active members, they may choose to report progress under reports at regular Commission meetings. If members wish to provide a special report to the Commission, they will coordinate with the Sustainability Coordinator. If no Commissioners are active members, the Sustainability Coordinator will provide updates to the Commission as necessary.

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

5.5 Public Engagement

Any active member of the DRIVE may request an aspect of the strategy deliverables receive more public comment via the Sustainability Commission. The Sustainability Coordinator will collaborate with the requestor to bring the request to the Sustainability Commission for input.

Any active member of DRIVE may request an aspect of the strategy deliverables be communicated broadly with the public to build knowledge and awareness. The Sustainability Coordinator will work with the Public and Government Relations Director on public information efforts.

5.6 Other External Stakeholders

Communications to external stakeholders shall be conducted primarily through the Sustainability Coordinator in collaboration with the Public and Government Relations Director. External Stakeholders include but are not limited to:

- Sitka Tribe of Alaska and other Tribal organizations and entities
- Elected Officials (State & Federal level)
- Business & Non-Profit Partners
- State and Federal Agencies

DEFINITIONS

³Electric Vehicle: A vehicle driven by electric motors and is powered exclusively by onboard battery pack.

⁴Plug-in Hybrid Vehicle: A vehicle that is powered by an onboard battery that can be charged from an external power source and has an onboard internal combustion engine.

⁵Hybrid Vehicle: A vehicle that is powered by an onboard battery recharged solely through onboard systems and has an internal combustion engine

⁶Alternative Fuel Vehicle: A vehicle powered by an internal combustion engine that can run on an alternative fuel, such as propane, biodiesel, natural gas, E85 or hydrogen.

⁷Total Lifecycle Cost: Total lifecycle cost equals: vehicle capital cost + projected fuel and maintenance costs - projected resale value.

REFERENCES

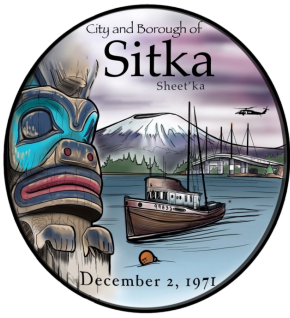
¹City and Borough of Sitka, Administration, *Policy 24-03 Municipal Fleet Management and Procurement Policy*, Approved August 22, 2024.

²City and Borough of Sitka Assembly, *Increasing the Energy Independence of The City and Borough of Sitka by Decarbonizing City Operations By 2030*, Resolution 2022-18, Passed May 24, 2022.

Ronald Vinson Digitally signed by Ronald Vinson
Date: 2024.08.26 15:45:01 -08'00' Date: 08/26/2024

Ron Vinson, Public Works Director
City and Borough of Sitka


Document Revision Log		
Date	Author	Description of Changes
07/26/2024	Bri Gabel	Original
08/06/204	Sustainability Commission	None, Recommended Approval



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: May 30, 2025
Subject: **Designate a Commissioner to Present to the Sitka Tribe of Alaska's Transportation and Community Development Committee**

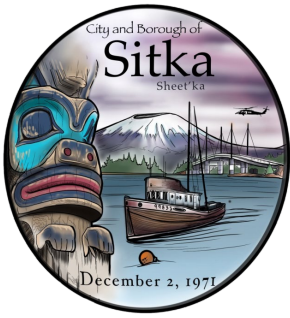
Background

Commissioner Hope, who also serves as the Staff Liaison for the Sitka Tribe of Alaska's Transportation and Community Development (T&CD) Committee has requested a presentation on the Sustainability Commission's 2025-2026 Work Plan and ongoing work.

The next T&DC Committee meeting is scheduled for June 19th at 12:00 P.M. The presentation should be approximately 10 minutes long with 5 minutes for questions. Topics requested include a general overview with some emphasis on transportation efforts/emissions.

Recommendation


Up to two Commissioners may volunteer to present to the T&CD Committee with support from the Sustainability Coordinator as needed. No motion is required.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
Thru: Bri Gabel, Sustainability Coordinator 
From: Sitka Community Renewable Energy Strategy (SCRES) Technical Team
Date: May 30, 2025
Subject: Discussion/Direction/Decision on the SCRES Outline

Background

The Sitka Community Renewable Energy Strategy (SCRES) is a two-year planning process aimed at establishing a shared vision of Sitka's energy future to guide energy-related community decisions. The mission of this process is to shape a roadmap for community and policy actions that advance the shared energy vision. The project is funded by the U.S. Department of Energy's Energy Technology Innovation Partnership Project (ETIPP) and is conducted in partnership with Pacific Northwest National Laboratory (PNNL) and the Renewable Energy Alaska Project (REAP).

The SCRES has three major tasks: 1) establishing a baseline inventory of heat trapping gases produced by the Sitka community 2) creating a series of Sitka specific energy education modules and 3) an overarching task documenting the community perspective on Sitka's energy future and providing recommendations toward meeting those objectives.

Analysis

The final SCRES document aims to contain information that can reach multiple audiences. The report will include a short summary, standard report, as well as detailed appendices about potential projects, including costs, timelines, and feasibility.

With the approved guiding principles in mind, the following outline of the final SCRES document has been drafted:

Section 1: Executive Summary - 5-6 pages

GOAL: Graphic-focused, bottom line and context, actions and themes.

- i. Include Sustainability Commission vision and mission, as well as general context for program
- ii. Some information about energy education, including some overview graphics about the current energy landscape (energy usage summary)
- iii. Graphic about all the public events and opportunities for input
- iv. Graphic/short narrative about the 4 guiding principles
- v. Graphic summarizing potential energy uses and participants interests (hydroponic gardens, residential heating)
- vi. Brief overview of potential actions and how they support guiding principles

Section 2: Set Context and Show Alignment

GOAL: Communicate why this is being done, key challenges, explain the need, show alignment with CBS, Sustainability Commission, and Utility.

- i. Alignment with CBS Strategic Plan goals/actions....
 - a. Improve quality of life, improve communications/strengthen community. Align resources/finances, Plan and invest in infrastructure, etc.
- ii. Alignment with the Utility's goals...Utility statement / perspective

- iii. Alignment with the Sustainability Commission's goals...
 - a. What Sustainability Commission did: Identified the need for more *education, energy inventory, and actions*.
 - i. perhaps include the learning goals and module list
 - ii. Full detailed list in appendix

2.1 Where has Sitka been?

- i. How has energy changed over Sitka's history
- ii. Why things were built/order they were built
- iii. Rates overtime

2.2 Where is Sitka now?

GOAL: Use the inventory work to explain where Sitka's energy comes from/goes and how it is used.

- i. State of the utility
- ii. Fuel usage inventory
- iii. Current electricity usage
- iv. Where does it go? Who are the primary users?

2.3 What is different moving forward?

- i. New technologies for electricity use and generation

Section 3: Why is it challenging to talk between a utility and community? (Why this project is important) GOAL: illustrate how different players think about energy/communicate their priorities.

How do Sitkan's think about their energy now/What do Sitkan's care about?

- i. Top priorities and values from qualitative research– introduce the guiding principles
- ii. Who responded / who did we engage with for input?
- iii. Where did we engage people?
- iv. Interview summaries

Section 4: What can Sitka's energy future look like?

GOAL: Illustrate "scenarios" technically and with the guiding principles.

- i. Introduce the why of the Energy Quest game, its purpose, etc.

Load growth bands (energy scenarios)

- i. Low growth, Business as usual (2% Year-over-year perpetually), high growth,
- ii. Game scenarios -results and what they mean
 - a. How each scenario support the guiding principles
- iii. Technical best practices

Section 5: How can Sitka get there?

Goal: combine the technical aspects with guiding principles

- i. Actions and Policy Options
 - a. Guidance for how to be involved and at what scale

Appendices:

1. Full list of education modules
2. GHG Inventory
3. Game design & results
 - a. Workshop analysis and results
4. Potential Projects that generate electricity: Wind, Solar, Wave, Hydropower
5. Potential projects that use electricity: Composting, Facilities, Personal Vehicle Electrification, Hydroponic Gardens, Residential Heating, etc, this is not the complete list

Proposed Timeline

Commission Actions are bolded	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Draft outline reviewed/approved	■						
Approved sections begin development	■						
Final outline approved		■					
Sections are completed and compiled		■					
Draft document reviewed by Commission			■				
Commission feedback incorporated			■				
Draft released for public comment				■	■		
Commission reviews public comment						■	
Feedback incorporated as directed by Commission						■	
Final document prepared for Commission review						■	
Finalization of the SCRES							■

Recommendation

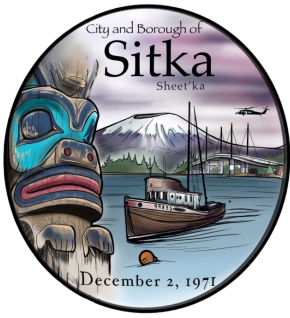
Provide responses to the following questions:

1. Do you like the direction of the final report?
2. Understanding this is an outline, are there areas you would like to see more details or encourage us to flesh out further?
3. Are there any areas where the commission would like to write the language of the strategy?
4. Does the proposed timeline work?
5. Do you have any early directions on the approach for public feedback?

If there are sections that the Commission strongly approves, consider making a motion to approve that section and its contents.

POSSIBLE MOTION


I MOVE TO approve section(s) #, of the Sitka Community Renewable Energy Strategy Draft Outline



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
Thru: Bri Gabel, Sustainability Coordinator 
From: Sitka Community Renewable Energy Strategy (SCRES) Technical Team
Date: May 30, 2025
Subject: Discussion/Direction/Decision on the SCRES Guiding Principles Definitions

Background

To understand the community's energy vision, the technical team has received public input through surveys, public events, and an energy planning game to facilitate discussion. These events, alongside webinars for energy education, have provided many touchpoints to gather community input, with more opportunities anticipated available through public comment periods on the strategy document.

At the May meeting, the Sustainability Commission approved affordability, reliability, self-sufficiency, and innovation as guiding principles for the final document. These principles will be used as a narrative device to help Sitkan's connect with energy throughout the SCRES. Since energy can be a highly abstract concept that does not always clearly link to what community members may express as their priorities and to ensure that the final document remains focused on community action, these priorities will act guiding principles for the storytelling approach to the final document.

During discussion at the previous meeting, the question as to how collaboration could be incorporated. After reviewing the final document and revisiting the current draft of the storytelling approach, it became clear that collaboration would be necessary in all instances to shape each objective. As such, it is recommended that collaboration is included as a category for each guiding principle rather than its own principle itself. For example, this is because the collaboration necessary to improve affordability may be different than innovation.

Analysis

To help build out believable stories of Sitka, the technical team requests the Commission provide input on what Sitka might look like in the future if each guiding principle was solely prioritized. Each facet proposed does not need to be positive or negative and will likely be a combination of both. By answering the following questions, the technical team will continue to develop narratives that can be used in the final document and illustrate nuances between application of the guiding principles. For example, highlight how only focusing on one priority may have drawbacks (i.e. only focusing on affordability might lead to a lack of future planning or how focusing on having a totally self-sufficient system may be expensive).

Recommendation

Discuss what different aspects of life in Sitka might look like by answering the questions on the right column. Staff will facilitate and take notes.

The text in the table are only examples are generally more specific to the utility's perspective. Additional questions for are welcomed.

	Affordability	Reliability	Self-Sufficiency	Innovation
What does this priority mean for Sitka? (Summary)	Minimal capital investment, maximizing generation	Address backlog of maintenance, transmission upgrades, diversification of resources	Focus on electrification, reduce fuel usage, increase food availability, increase efficiency and conservation	striving to be on the cutting edge as an example community, growth mindset
What has been challenging for this in the past?	Degrading or damaged energy infrastructure, lack of long term planning	Lack of diversity in generation sources	Island community has challenges in meeting its own needs with existing resources	Cost of living is high and it's challenging to invest in the future
How does the community collaborate?				
Who is collaborating?				
What does Sitka's economy look like?				
What does the environment look like?				
How do utilities impact everyday life?	Aims to minimize energy burden.			
How is housing impacted?	efficient homes			

What does the transportation system look like?				
What does the food system look like?			Locally grown	
What technologies might be need to maximize _____?				

Next Steps

Answers will be consolidated into a table (draft enclosed) with draft narratives and presented for approval in July.