

# CITY AND BOROUGH OF SITKA

## Meeting Agenda Sustainability Commission

**Officers:** Chair Katie Riley, Vice Chair Aurora Taylor, Secretary Erik de Jong

**Members:** Elizabeth Bagley, Gerry Hope

**Staff Liaison:** Bri Gabel, Sustainability Coordinator

**Assembly Liaison:** Thor Christianson

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Monday, November 4, 2024

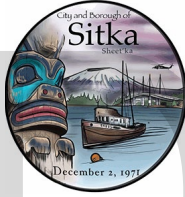
6:00 PM

University of Alaska Southeast  
Sitka Campus, Room 206

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- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES  

Approve the October 7, 2024 minutes.
- IV. PERSONS TO BE HEARD (*not to exceed 3 minutes on topics off the agenda*)
- V. SPECIAL REPORTS
- VI. UNFINISHED BUSINESS
  - A. Discussion on Sustainability Commission 2025-2026 Goals
- VII. NEW BUSINESS
  - B. Review of Assembly Joint Work Session Agenda and Materials
- 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 - Draft Sustainability Commission

**Officers:** Chair Katie Riley, Vice Chair Aurora Taylor, Secretary Erik de Jong

**Members:** Elizabeth Bagley, Gerry Hope

**Staff Liaison:** Bri Gabel, Sustainability Coordinator

**Assembly Liaison:** Kevin Mosher

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Monday, October 7, 2024

6:00 P.M.

Harrigan Centennial Hall

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### I. CALL TO ORDER AND ROLL CALL

Chair Riley called the meeting to order at approximately 6:00 P.M.

**Present:** Katie Riley (Chair), Elizabeth Bagley (telephonic) Gerry Hope, Aurora Taylor,  
Kevin Mosher (Assembly Liaison)

**Absent:** None

**Staff:** Bri Gabel (Sustainability Coordinator), Kevin Knox (Parks and Recreation Coordinator)

**Public:** Joel Hanson, Eric Jordan, Sarah Troise (Sitka Community Renewable Energy Strategy  
Technical Team)

### II. CONSIDERATION OF THE AGENDA

No changes.

### III. CONSIDERATION OF THE MINUTES

Approve the September 9, 2024 minutes.

Taylor moved to approve September 9, 2024 minutes, with Section VII. Item B as amended by  
Commissioner Riley.

Motion PASSED 5-0 by roll call vote.

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

Joel Hanson spoke to potential for vertical farming hydroponic gardens in Sitka.

### V. SPECIAL REPORTS

None.

### VI. UNFINISHED BUSINESS

None.

### VII. NEW BUSINESS

#### A. Discussion/Direction/Decision on the Sitka Community Renewable Energy Strategy (SCRES) Workshop to Develop Future Energy Scenarios

Sarah Troise from the SCRES technical presented on the draft SCRES workshop. Commissioners discussed various considerations and improvements that could be integrated into the workshop. The Commission indicated the desire to pilot test the workshop to provide better feedback. Gabel informed the Commission of their options to do so and would schedule pilot groups accordingly.

Eric Jordan suggested to keep it as simple as possible and insisted on a higher sense of urgency.

**B. Discussion of EV Transit Van Procurement for the Parks and Recreation Division**

Gabel introduced the item and explained that the preliminary lifetime cost analysis of an EV Transit van and a traditional internal combustion engine (ICE) transit van were nearly identical but lacked additional considerations beyond monetary cost estimates. She requested the Commission add their opinion so it could be incorporated into the supplemental appropriation that would be necessary to go the Assembly for the final decision. Gabel and Kevin Knox, Parks and Rec Coordinator answered Commissioners' questions regarding the procurement process and specifications of the van's requirements and intended use.

**Hope moved to support the procurement of an electric transit van for the Parks and Recreation Division.**

**Motion PASSED 5-0 by roll call vote.**

Riley, Taylor, and Hope volunteered to review the memo that would be included in the supplemental appropriation.

Gabel called attention to the Decarbonizing and Rightsizing to Improve Vehicle Efficiency (DRIVE) Advisory Group and the role Sustainability Commissioners could have in answering these questions outside of Commission meetings about other vehicle procurements. She inquired about Commissioner interest in volunteering to sit on the DRIVE Advisory group; Riley and de Jong volunteered.

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

None.

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

**Staff:** Gabel reported on her trip to Fairbanks to attend the Energy Transitions Initiative Partnership Project (ETIPP) annual summit and the Alaska Rural Energy Conference.

**Commissioners:** Hope notified the Commission that he would be attending the Annual National Conference of American Indians as well as the Inter-Tribal Transportation Association's Annual Meeting.

**X. SET NEXT MEETING DATE AND AGENDA**

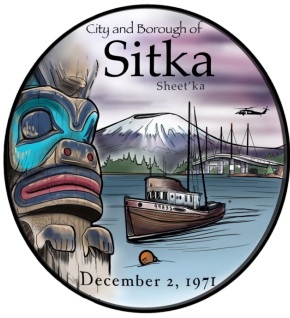
The next meeting was scheduled for Monday, November 4, 2024. Location was yet to be determined.

**XI. ADJOURNMENT**

**Chair Riley moved to adjourn the meeting.**

**Seeing no objection, the meeting ADJOURNED the meeting at approximately 7:50 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:** November 1, 2024  
**Subject:** Discussion on Sustainability Commission 2025-2026 Goals

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### Background

On March 26<sup>th</sup>, 2024, the Assembly [unanimously approved](#) the goals of the [Sustainability Commission 2024-2025 Work Plan](#). These goals are:

1. Continue the development of the [Sitka Community Renewable Energy Strategy](#) (SCRES)
2. Collaborate with City staff on strategic management of municipal solid waste (MSW)
3. Support electrification of the municipal fleet

Like the 2023-2024 work plan, goals were targeted sequential, and the effort of the Commission was focused on goal 1 until there was a lull, when the Commission would begin focus on the next goal. It was recognized at the Assembly meeting that these goals were unlikely to be accomplished in a one-year timeframe and would likely carry over to the next work plan.

[Sitka General Code 2.31.060](#) states: Annually, the commission will develop, identify, and present goals to the assembly for approval. The approved goals shall be the Commission's primary focus for the following year. Concurrently with presenting goals to the Assembly, the commission will submit a report to the Assembly on progress towards the previous year's goals and other activities which were approved and directed by the Assembly.

The [Sustainability Commission](#) Bylaws Article VI. Section A. Annual Work Cycle outlines suggested dates to begin discussion and planning related to the different phases of work the Commission conducts to remain in sync with City operations.

### Analysis

Two trends in the kinds of projects have emerged since the Commission's establishment, project based and operational based. Project based goals are time bound, often require some sort of monetary support, and require a significant level of Commissioner and staff time. Operational based projects are more rooted in the formulation of municipal policy and advisory group charters, etc. that furthers progress towards Resolution 2022-18: Decarbonize City Operations by 2030 and do not necessarily have a time limitation. These projects often come by request of City Staff and are not quite as visible, but their longevity is clearer as they can directly impact day to day municipal operations.

The 2022 final priorities list from the Climate Action Task Force are enclosed to further inform Commission discussion.

	<u>Project Based</u>	<u>Operational Based</u>	<u>Outcome</u>
Working Definition	Often require some sort of monetary support and are clearly timebound Require a significant level of Commissioner and staff time if additional resources are not provided Generally additive to CBS workload	Focused more on the development of municipal policy and operational direction. Furthers progress towards Resolution 2022-18: Decarbonize City Operations by 2030 Can compliment CBS workload, requires staff input	<b>Project Based:</b> Any outcome will likely need some sort of longevity consideration. <b>Operation Based:</b> Documents that inform direction to CBS operations.
2024-2025	Continue development of Sitka Community Renewable Energy Strategy (SCRES)		Sustainability Coordinator has served as project lead with Commission as steering committee.
		Collaborate with City Staff on municipal solid waste (MSW) asset management process	Moved from project to operational Developed a MSW policy that called for the development of a strategy.
		Support electrification of the municipal fleet	Moved from project to operational after consultation from public works requested documentation. Results include a EV procurement policy and advisory group charter with specifically requested supporting deliverables to be conducted.
2023-2024	Develop a community renewable energy strategy		Technical support secured through the Energy Transitions Initiative Partnership Project (ETIPP) Commission spent bulk of the time securing ETIPP and scoping project
	Analyze opportunities for diversion of municipal waste		Proposed a MSW baseline and composition assessment that was unable to get necessary momentum.
	Create a municipal fleet transition plan and EV infrastructure plan		A the 3 <sup>rd</sup> priority, this goal did not make much progress initially.

**Recommendation**

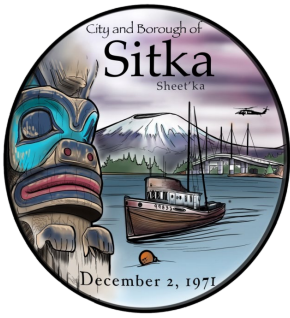
Consider the pros and cons of each type of project and how that will impact the goals the Commission puts in the 2025-2026 work plan and how strategizing between the two can set the work up for success.

**Encl:** 2022 Climate Action Task Force Priorities List

## Climate Action Task Force 2022 Priorities

Priority Area	Possible CATF Areas of Focus	Possible CATF Outcomes	Overlap with Assembly Priorities
<b>Electric Vehicles / Infrastructure</b>	<ul style="list-style-type: none"> <li>- Report on opportunities and feasibility of three different EV strategies/approaches</li> <li>- Work with Assembly to determine desired path of focus               <ol style="list-style-type: none"> <li>1. Community members/local businesses</li> <li>2. Vehicle replacement plan for the City/infrastructure for CBS</li> <li>3. Work with local entities to determine opportunities for public transit infrastructure</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>- determine funding opportunities for purchasing electric vehicles/EV charging infrastructure</li> <li>- support funding application via grant writing, community outreach/engagement</li> <li>- determine code changes in relation to 15.01.020 Electrical rates, item K / CBS opportunities to incentivize local installation of EV charging infrastructure at businesses</li> </ul>	<ul style="list-style-type: none"> <li>- Incentivize and increase utilization of our renewable hydropower</li> <li>- City administrator-suggested priority</li> </ul>
<b>Sustainable Tourism</b>	<p>Assess needs and opportunities for sustainability outcomes and carbon reduction outcomes related to tourism</p>	<ul style="list-style-type: none"> <li>- research and provide information on barriers/opportunities re dock electrification</li> <li>- feedback on short-term tourism plan</li> <li>- suggestions for sustainability approaches regarding long-term tourism strategy</li> <li>- provide a forum for community members to discuss impacts/concerns</li> </ul>	<ul style="list-style-type: none"> <li>- Priority was referenced at joint work force</li> <li>- current circumstances of increase in tourism and importance to local economy</li> </ul>
<b>Greenhouse</b>	<p>Update the <a href="#">GHG Emissions</a></p>	<ul style="list-style-type: none"> <li>- Make recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- In progress by task force;</li> </ul>

<b>Gas Emissions Inventory</b>	<a href="#">inventory</a> for CBS	on priority actions for GHG emissions reductions for CBS  - Research and make recommendations regarding ICLEI membership  - Conduct community outreach and education	will open funding opportunities  - overlapping priority with ETIPP / CBS and Department of Energy partnership
<b>City infrastructure</b>	- Review existing city plan for transitioning city-owned infrastructure to renewable energy/city hydropower	- report on progress of plan to community  - identify funding sources for remaining conversions  - draft policies / research code to ensure new buildings plug into existing grid	- not mentioned as current city priority; there is a plan that already exists  - opportunities to capitalize on the federal infrastructure bill
<b>Municipal Solid Waste (long-term)</b>	- Report on current situation and long-term costs of doing business as usual  - Determine strategies (and assess viability) for waste reduction, energy generation, how to implement full-circle sustainable system  - Identify strategies / approaches that have worked in other communities that could also apply to Sitka	- Identify recommendations for handling municipal solid waste  - Identify actionable pilot projects (composting; increasing recycling; sustainable disposal of fish waste)  - identify barriers and opportunities for private business development  - undertake public education	- Solid Waste planning and development over 10 year timeline voiced heavily at Assembly work session  - <u>Located in Comprehensive Plan, Transportation section p.30: Work collaboratively with interested agencies to address parking, <b>solid waste management</b>, mitigation spending and projects linked to road construction / wetlands impacts, water access points, and trail and recreation improvements</u>



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Sustainability Commission Members  
**From:** Bri Gabel, Sustainability Coordinator   
**Date:** November 1, 2024  
**Subject:** Sustainability Commission and Assembly Joint Work Session Materials

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### **Background**

To prepare for the 2025-2024 Work Plan, The Sustainability Commission has a joint work session with the City Assembly on November 12. Chair Riley, Vice Chair Taylor, and Commissioner Bagley met with Assembly Liaison Mosher and Staff Liaison Bri Gabel to strategize the best way to facilitate discussion and gather Assemblymember feedback in a time-effective way. They propose the following:

### **Proposed Objectives**

1. Introduce new Assemblymembers to the Sustainability Commission and Commissioners
2. Assess Assemblymembers interests and priorities in the Commission's duties and responsibilities
3. Align skillset of Commissioners with Assemblymember interest and priorities to inform 2025-2026 work plan goals

### **Proposed Agenda**

#### **5:00-5:10: Introductions**

#### **5:10-5:40: 5-minute discussions on each Commission responsibility**

- Fossil energy use reduction and development of local, renewable energy sources.
- Responsible use of natural resources. Diminution of Sitka's supply-chain fragility
- Food security enhancement
- Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.
- Solid waste consumption, reduction, composting, recycling, and re-use.
- Robust and healthy local ecosystems and natural communities.
- Other matters as the Assembly or Commission may deem beneficial for the City.

#### **5:40-5:50: General Discussion**

### **Work Session Packet Will Include**

- Draft Slides
- 2024-2025 Work Plan
- Ongoing project proposals
- Sustainability Commission establishing ordinance
- Resolution 2022-18: Decarbonize Municipal Operations by 2030



**Recommendation**

Approve the meeting objectives.

Approve the draft work session slides.

Assign roles/topics to Commissioners as necessary to streamline the work session conduction.

Review existing packet material inclusions and suggest new materials if needed.

**Encl:** Draft work session slides

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**POSSIBLE MOTION(S)**

**I MOVE TO** approve the joint work session objectives as written.

*If changes are requested, amend the main motion:*

**I MOVE TO** amend objective # to add/reword/remove, etc.

**I MOVE TO** approve the draft work session slides.

*If changes are requested, amend the main motion:*

**I MOVE TO** amend slide # to add/reword/remove, etc.



# SUSTAINABILITY COMMISSION 2025-2026 Work Plan Session

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# Scope of Commission

Established September 2022 (Ord. 2022 -16S)

## Topics



- Fossil energy use reduction and development of local, renewable energy sources.
- Responsible use of natural resources.
- Diminution of Sitka's supply-chain fragility.
- Food security enhancement.
- Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.
- Solid waste consumption, reduction, composting, recycling, and re-use.
- Robust and healthy local ecosystems and natural communities.
- Other matters as the Assembly or Commission may deem beneficial for the City

# Katie Riley

## Chair

Appointed October '22

### Interests



Responsible use of natural resources

- Robust and healthy local ecosystems and natural communities



Sustainable transportation options that leverages Sitka's locally generated, renewable energy sources;

### Skills

- Policy knowledge and strategy
- Public communication
- Advocacy
- Community organizing
- Facilitation

### Expertise

- Land and forest management
- Commercial and subsistence fishing
- USDA policy

# Aurora Taylor

Vice Chair

Appointed October '22

## Interests

- Insert

## Skills

- insert

## Expertise

- insert

# Erik de Jong

## Secretary

Appointed November '23

### Interests

- Insert

### Skills

- insert

### Expertise

- insert

# Elizabeth Bagley

Commissioner

Appointed October '22

## Interests



Solid waste consumption, reduction, composting, recycling, and re-use



Fossil energy use reduction and development of local, renewable energy sources.



Diminution of Sitka's supply-chain fragility.

## Skills

- Strategic communication,
- Collaboration
- Public presenting/storytelling
- People management/operations
- Project management

## Expertise

- Deep science-based climate change solutions expertise
- Systems-level long-term planning
- Education about climate change solutions

# Gerry Hope

Commissioner

Appointed March '24

## Interests



Sustainable transportation options that leverages Sitka's locally generated, renewable energy sources



Fossil energy use reduction and development of local, renewable energy sources



Responsible use of natural resources.

## Skills

- Strategic planning
- public communication
- Internal process (Parliamentary Procedure)

## Expertise

- Working relationships with government agencies, Tribes and vendors
- Day-to-day experience/knowledge of fossil fuel vehicle engines (buses) as well as future trends toward non-fossil fuel vehicles.



2 Vacancies

DRAFT

Consider joining the Commission!

# 2024-2025 GOALS

- CONTINUE THE DEVELOPMENT OF THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)
- COLLABORATE WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE
- SUPPORT THE ELECTRIFICATION OF THE MUNICIPAL FLEET

# Comprehensive List of Commission Actions

- Community-wide Greenhouse Gas Emissions Inventory
- Developed energy education modules for SCRES
- Alaska Heat Smart recommendation and letter of support
- Sitka Community Garden Concept letter of support
- Recommended approval of the municipal fleet procurement policy
- Recommended approval of the decarbonizing and rightsizing to improve vehicle efficiency (DRIVE) group charter
- Advised on municipal solid waste policy
- Recommended funding allocation for Energy Efficiency and Conservation Block Grant (EECBG)
- Drafted comments on the Tongass Management Plan Revision
- Public hearing with STA for Grid Resiliency Formula Grant

*These actions support multiple topics and will appear multiple times.*



# Fossil energy use reduction and development of local, renewable energy sources.

## **Supporting Actions:**

- Community-wide Greenhouse Gas Emissions Inventory
- Developed energy education modules for SCRES
- Alaska Heat Smart recommendation and letter of support
- Recommended funding allocation for Energy Efficiency and Conservation Block Grant (EECBG)



# Responsible use of natural resources

## **Supporting Actions:**

- Drafted comments on the Tongass Management Plan Revision
- Advised on municipal solid waste policy



# Diminution of Sitka's supply-chain fragility

## **Supporting Actions:**

- Community-wide Greenhouse Gas Emissions Inventory
- Developed energy education modules for SCRES
- Public hearing with STA for Grid Resiliency Formula Grant



# Food security enhancement

## **Supporting Actions:**

- Sitka Community Garden Concept letter of support
- Drafted comments on the Tongass Management Plan Revision



# Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources

## **Supporting Actions:**

- Community-wide Greenhouse Gas Emissions Inventory
- Recommended approval of the municipal fleet procurement policy
- Recommended approval of the decarbonizing and rightsizing to improve vehicle efficiency (DRIVE) group charter
- Recommended funding allocation for Energy Efficiency and Conservation Block Grant (EECBG)





Solid waste consumption, reduction, composting,  
recycling, and re-use

**Supporting Actions:**

- Recommended funding allocation for Energy Efficiency and Conservation Block Grant (EECBG)
- Advised on municipal solid waste policy



# Robust and healthy local ecosystems and natural communities

## **Supporting Actions:**

- Community-wide Greenhouse Gas Emissions Inventory
- Sitka Community Garden Concept letter of support
- Drafted comments on the Tongass Management Plan Revision
- Public hearing with STA for Grid Resiliency Formula Grant

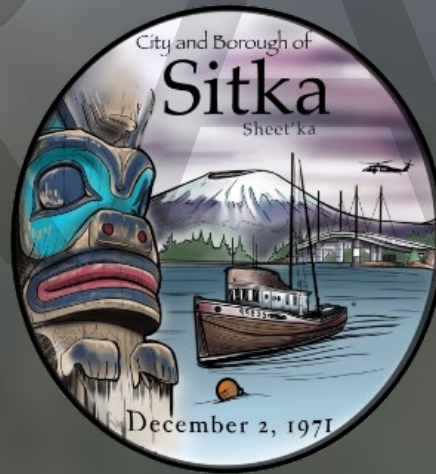
Other matters as the Assembly or Commission may  
deem beneficial for the City

**Supporting Actions:**

- Public hearing with STA for Grid Resiliency Formula Grant

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## **Mission:**

To provide public services for Sitka  
that support a livable community for all