

CITY AND BOROUGH OF SITKA

Meeting Agenda Sustainability Commission

Officers: Chair Katie Riley, Acting Vice Chair Elizabeth Bagley, Secretary Carol Voisin

Members: Aurora Taylor, Fernanda Zermoglio, Lilli Garza, Erik de Jong

Staff Liaison: Bri Gabel, Sustainability Coordinator

Assembly Liaison: Kevin Mosher

Monday, February 5, 2024

6:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. ELECTION OF OFFICERS

III. CONSIDERATION OF THE AGENDA

IV. CONSIDERATION OF THE MINUTES

Approve the December 5, 2023 minutes.

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

VI. REPORTS

VII. UNFINISHED BUSINESS

A. Updates and Next Steps for Working Groups

VIII. NEW BUSINESS

B. Review and Amend the Bylaws

C. Update Regular Meeting Time

D. Review 2023-2024 Work Plan

E. Review Sitka Community Renewable Energy Strategy Outcomes

F. Review Clean Energy-to-Communities Outcomes

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

X. SET NEXT MEETING DATE AND AGENDA

XI. ADJOURNMENT

PROCEDURE FOR ELECTION OF OFFICERS

3 Seats to be elected: Chair, Vice Chair, Secretary

If one member is nominated:

1. Move to nominate: *"I move to nominate _____ as the Chair/Vice Chair/Secretary."*
2. Second of above motion
3. Nominee accepts or declines nomination
4. Commission votes "yay" or "nay", motion passes or fails.

If multiple members are nominated:

1. Move to nominate: *"I move to nominate _____ as the Chair/Vice Chair/Secretary."*
2. Second of above nomination
3. Repeat steps **1** and **2** above as many times as necessary
4. Nominees accept or decline nominations
5. Commissioners vote by roll call and vote by name (rather than "yay" or "nay"), member with majority of votes is elected.

Decision to postpone may be made:

1. For all positions: *"I move to postpone election of officers until the March 4th regular meeting."*
2. For a particular position: *"I move to postpone the election of the Chair/Vice Chair/Secretary to the March 4th regular meeting."*
3. Second of above motion
4. Commission votes "yay" or "nay", motion passes or fails.



CITY AND BOROUGH OF SITKA

Meeting Minutes Sustainability Commission

Officers: Chair Katie Riley, Acting Vice Chair Elizabeth Bagley, Secretary Carol Voisin

Members: Aurora Taylor, Fernanda Zermoglio, Lilli Garza, Erik de Jong

Staff Liaison: Bri Gabel, Sustainability Coordinator

Assembly Liaison: Kevin Mosher

Tuesday, December 5, 2023

7:00 P.M.

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Riley called the meeting to order at approximately 7:15 P.M.

Present: Elizabeth Bagley, Lilli Garza, Erik de Jong, Katie Riley, Aurora Taylor, Carol Voisin, Fernanda Zermoglio, Kevin Mosher (Assembly Liaison)

Absent: None

Staff: Bri Gabel (Sustainability Coordinator)

Public: Kent Barkhau, Barb Bingham (Tourism Task Force Liaison), Larry Edwards, Eric Jordan, Leah Mason, Mike Schmetzer, Sitka Community Renewable Energy Strategy (SCRES) Technical Team: Noelani Boise, Brittany Conrad (Photographer), Clay Good, Molly Gear, Rob Jordan, David Martinez, Haleigh Reed

II. CONSIDERATION OF THE AGENDA

No changes.

III. CONSIDERATION OF THE MINUTES

Approve the November 7, 2023 minutes.

Taylor moved to approve the November 7, 2023 minutes.

Motion PASSED 7-0 by voice vote.

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

None.

V. REPORTS

Staff: Gabel reported that she had been working with Sitka Community Renewable Energy Strategy (SCRES) Technical Team on the Energy Transition Initiative Partnership Project (ETIPP) scope details. She announced that the Clean Energy to Communities (C2C) In-Depth Partnership Project with the Department of Energy originally under the Electric Department had been moved to the Planning and Community Development Department and that she would be managing it.

Chair: Riley reported that in her role as Deputy Director of the Sitka Conservation Society that she had assigned their intern to work with the Sustainability Commission on the SCRES.

Commissioners: Bagley reported that a new cooperative board game that centered on fighting climate change called *Daybreak* was now available.

Voisin congratulated Gabel on her new assignment to the C2C project. She also offered to spread the word about the community survey on the SCRES that was available on the Commission's website.

Zermoglio reported on several of her work projects and their importance for climate change.

Tourism Task Force: Barb Bingham reported that the town hall meeting in early November was a success with 250+ attending and detailed next steps for the task force.

VI. UNFINISHED BUSINESS

A. Updates and Next Steps for Working Groups

Public Energy Education: Did not have a report.

Public Engagement Planning: Did not have a report.

Gabel requested that a preliminary scenario plan working group be formed if the technical team needed that guidance on that topic before the January meeting. Riley, Zermoglio, and de Jong volunteered.

Gabel expressed that with the holidays, the best that each working group could do between meetings was help recruit community members to take the SCRES survey as that would be critical moving forward.

VII. NEW BUSINESS

B. Recommend Approval of the Scope of the Sitka Community Renewable Energy Strategy

Molly Grear, Technical Lead for the SCRES explained that the scope was meant to be an overarching document between the National Labs and the City and Borough of Sitka that outlined the general work of the project. She added that once signed, the next step would be a detailed work plan to execute the scope. Grear edited the scope as Commissioners made comments and suggestions during the previous work session and regular meeting.

Gabel explained that once the recommendation was made by the Commission to approve the scope of the SCRES, it would go to the Municipal Administrator for final review and signature.

Eric Jordan suggested a boundary to consider for the Greenhouse Gas Emissions Inventory that surrounded Sitka where there was considerable ship activity.

Bagley moved to recommend the approval of the Sitka Community Renewable Energy Strategy scope as amended during the work session and discussion.

Motion PASSED 7-0 by voice vote.

VIII. PERSONS TO BE HEARD

None.

IX. SET NEXT MEETING DATE AND AGENDA

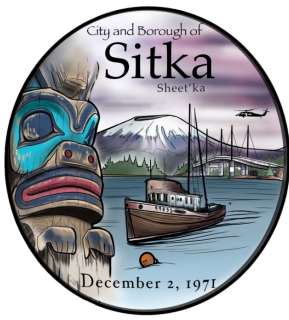
The next meeting was scheduled for January 8, 2024 at 6:00 P.M., in Harrigan Centennial Hall.

X. ADJOURNMENT

Chair Riley moved to adjourn the meeting.

Seeing no objection, the meeting ADJOURNED at approximately 8:30 P.M.

Minutes By: Carol Voisin, Secretary



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members

From: Bri Gabel, Sustainability Coordinator

Date: February 2, 2024

Subject: **Review and Amend Bylaws**

Background

In the initial meeting of the Sustainability Commission, the Commission adopted [bylaws](#) comprised of sections of the Sitka General Code, the establishing ordinance of the Commission, and other parliamentary procedure resources. The purpose of this document was to act as an accessible way to answer questions pertaining to Commission duties, functions, and procedures.

Article VII; Section C, states: The Commission shall annually review the bylaws at the first regular meeting in January. Because the January meeting was cancelled, this item has been moved to the February meeting.

The Commission does not need to amend the bylaws unless they would like to. If a commissioner would like to propose changes, this item allows for that to take place via a motion.

Recommendation

Amend the bylaws as needed, based on discussion of the Commission.

POSSIBLE MOTION

I MOVE TO amend the Sustainability Commission Bylaws, Article 4 “Meetings”, Section A “Regular Meetings”, to reschedule the regular meeting from 6:00 PM on the first Tuesday of the month to 6:00 PM on the first Monday of the month.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator
Date: February 2, 2024
Subject: **Review 2023-2024 Work Plan**

Background

On March 29th, 2023, the Assembly [unanimously approved](#) the goals outlined in [the first annual work plan of the Sustainability Commission](#). These goals are:

1. Develop a Community Renewable Energy Strategy
2. Analyze Opportunities for Diversion of Municipal Solid Waste
3. Create a Municipal Fleet Transition and Electric Vehicle Infrastructure Plan

These goals were targeted sequentially, 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 2.15.060 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 Commission does not need to amend the goals unless they would like to. If a commissioner would like to propose changes, this item allows for that to take place via a motion.

Recommendation

To prepare for the new annual plan and Assembly update, the Commission should discuss the 2023-2024 work plan and what they would like to see changed so staff can prepare an updated 2024-2025 work plan for Commission approval at the March meeting that reflects the next year of work.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator
Date: February 2, 2024
Subject: **Review of SCRES Community Outcomes**

Background

In December 2023, the Sustainability Commission recommended the approval of the scope of work for the Sitka Community Renewable Energy Strategy (SCRES). The technical team developing the SCRES has asked for guidance from the Commission to ensure that the results of the SCRES are clear and aligned throughout the development of the early work plan.

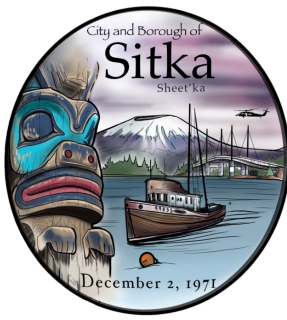
After discussion with the Energy Education Working Group for the SCRES, the following Community Outcomes have been drafted for inclusion in the project work plan:

The community will have:

- Knowledge
 - Know where Sitka's electricity comes from
 - Know how electricity rates are determined
 - Learn how to engage in the public process
 - Understand how their rates compare across AK, USA, and globally
 - Understand why energy matters
- Attitudes
 - See electricity as a valuable resource that should be conserved
 - Support CBS and the Commission in their efforts on renewable energy
- Skills
 - Have the tools and confidence to participate in collective decision-making about energy
- Behavior
 - Will electrify more to reduce fossil fuel use
 - Use electric energy more efficiently

Recommendation

The short-term work plan for the SCRES will be presented to the Commission for their approval at the regular March meeting. Please provide any suggested changes or additions to the drafted Community Outcomes, and the SCRES technical team will incorporate your feedback into the work plan.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator
Date: February 2, 2024
Subject: **Review of C2C Outcomes**

Background

In November 2023, the Clean Energy-to-Communities In-Depth Partnership Project (C2C) was reassigned by the Municipal Administrator to the Sustainability Coordinator.

Over the past two months, the C2C project has been rescoped to align with the ongoing development of the Sitka Community Renewable Energy Strategy (SCRES), current CBS strategic plan, identified needs of the CBS Electric Department, and skills of potential community organization partners.

The objectives of C2C are:

- Establish operational and infrastructure changes to maximize the efficiency of existing renewal energy resources
- Increase infrastructure resiliency to remain 100% renewable
- Build workforce capacity to support continuous renewable energy production

The outcomes of these objectives are:

CBS will:

- Critically manage its existing assets and strategically plan for new assets/projects in alignment with SCRES vision and CBS mission.
- Adapt to climate changes that may alter the reliability and predictability of hydroelectric production.
- Maintain and enhance its energy production to delay the need for additional generation sources.
- Increase grid resiliency by addressing critical failure points and strategic upgrades.
- Communicate to the community about their energy concerns and build trust.
- Continue to staff and support the CBS Electric Department.

The community will:

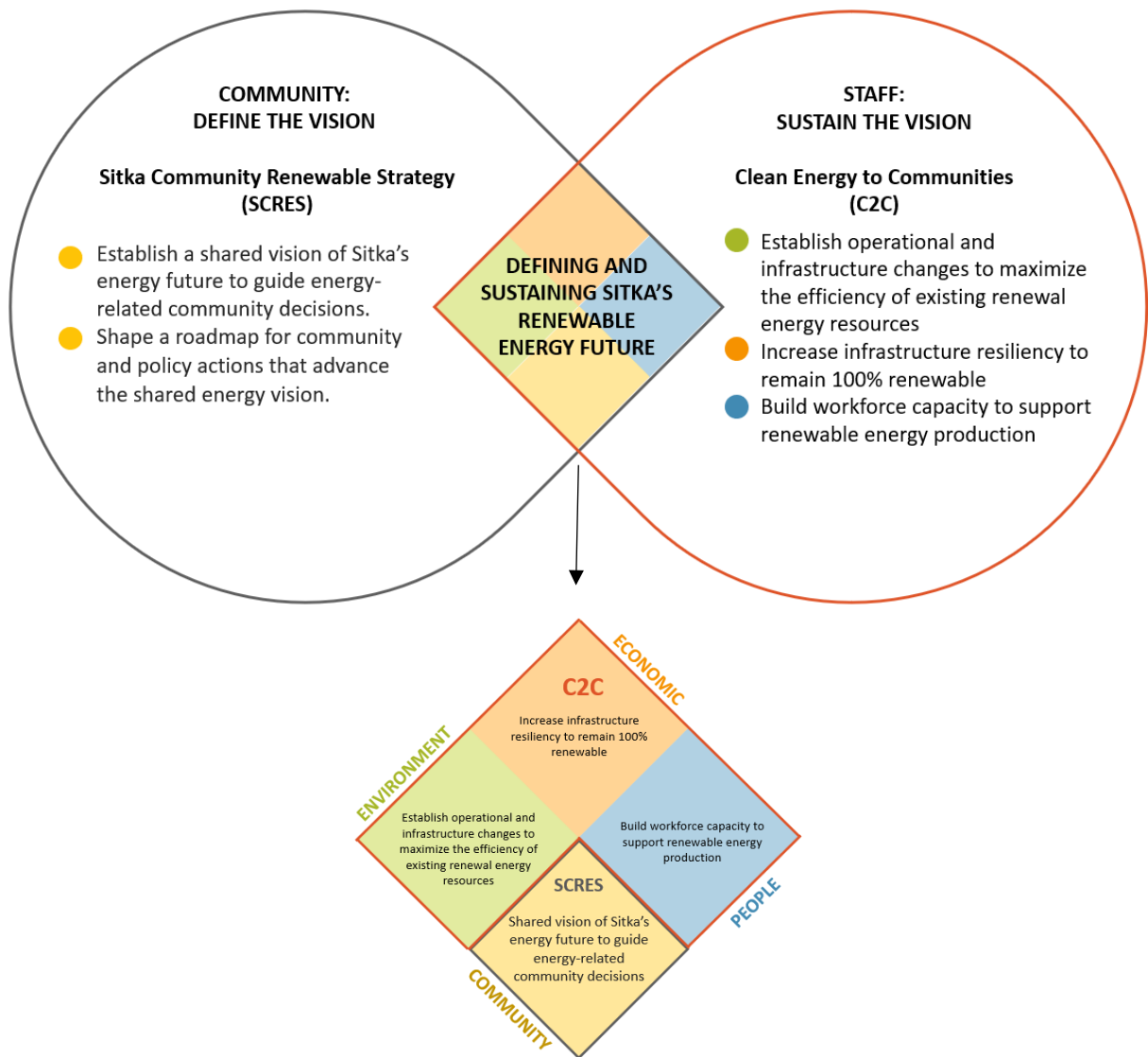
- Have continuous access to reliable, clean energy that can support their needs.
- Have confidence in the capacity of CBS to support their energy needs.
- Experience less frequent need for rate increases.

- **Students will:**
- Gain knowledge and the desire to pursue clean energy as a career.
- Learn pathways to accelerate clean energy deployment in their communities.
- See CBS and CBS Electric Department as a desirable place to work and stay.

Some of the potential outputs of C2C are:

- Grid analysis and critical failure point identification
- Efficiency measures for existing infrastructure
- Operational standards for best management
- Climate prediction model to inform operations
- Workforce assessment, career pathway development, and training opportunities

Intersections Between C2C and SCRES



Recommendation

This item is an opportunity for the Commission to seek any further clarification on the intersection of C2C and SCRES. Feedback may also be given on the outcomes and outputs currently drafted for C2C.