



CITY AND BOROUGH OF SITKA

Meeting Minutes - Final 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

Tuesday, August 6, 2024

6:00 P.M.

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Riley called the meeting to order at approximately 6:03 P.M.

Present: Katie Riley (Chair), Elizabeth Bagley, Gerry Hope, Aurora Taylor (telephonic),

Absent: Erik de Jong (excused), Kevin Mosher (Assembly Liaison)

Staff: Bri Gabel (Sustainability Coordinator)

Public: Barb Bigham, Andrea Mott (Sitka Community Renewable Energy Strategy Technical Team),
Scott Saline

II. CONSIDERATION OF THE AGENDA

No changes.

III. CONSIDERATION OF THE MINUTES

Approve the June 3, 2024 minutes.

Hope moved to approve June 3, 2024 minutes.

Motion PASSED 4-0 by roll 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 Draft Letter of Support for Alaska Heat Smart

Gabel summarized the Sustainability Commission's previous support efforts for Alaska Heat Smart, a non-profit that helps Alaskans acquire heat pumps, and their request for a generalized letter of support. Bagley expressed appreciation for the language that could be applicable to multiple funding opportunities.

Hope moved to approve the Letter of Support for Alaska Heat Smart's Grant Funding Efforts as written.

Motion PASSED 4-0 by roll call vote.

B. Discussion/Direction/Decision on Community Greenhouse Gas (GHG) Emissions Inventory**Scope 3 Methodology**

Gabel and Andrea Mott, Sitka Community Renewable Energy Strategy (SCRES) technical team member, updated the Commission on the progress made for the Community GHG Emissions Inventory and explained areas that were particularly challenging to find data for that was available and useful for the SCRES work. Bagley stressed the importance of replicability of the assumptions so that the inventory could be updated in future years and that emissions inventoried were used to inform action. Riley requested that areas not typically included in inventories, such as the cruise industry, be incorporated as they were a major contributor to Sitka's economy, and shipping. Hope inquired about the cruise emission assumption making process; Mott explained that Commissioner de Jong had helped shape those based on his expertise in the maritime design industry. Taylor advised on where more detailed data could be acquired for sport fishing, specifically Alaska Department of Fish and Game, which kept logbooks. Commissioners continued to propose ways the technical team could better refine the assumptions to better fit Sitka's unique situation while remaining accurate and actionable.

Barb Bingham commented on the accuracy and scope of inventory as presented by the technical team. Larry Edwards and Kay Kreiss submitted comments on the inventory via email.

Bagley moved to approve the assumptions and methodology for air travel, shipping, cruise ships, and transportation, as proposed by the Pacific Northwest National Labs and refined and directed via Commissioner discussion.

Motion PASSED 4-0 by roll call vote.

C. Recommend Approval of the Municipal Fleet Management and Procurement Policy

Gabel introduced the Municipal Fleet Management and Procurement Policy and explained its intent and direction it provided in the City's integration of electric vehicles into the fleet. Bagley inquired what the process would be to see a similar policy come forward for motorized equipment such as leaf blowers. Gabel explained it would likely be a very similar document to the policy presented. Hope, Taylor, and Riley expressed support for the direction the policy gave and looked forward to the impact it would have. Gabel inquired if the Commission had suggestions on whether gasoline or diesel should be preferred; The Commission advised to keep the proposed hierarchy as written and approach the concern on a case-by-case basis.

Hope moved to recommend the Municipal Administrator approve the Municipal Fleet Management and Procurement Policy as written.

Motion PASSED 4-0 by rollcall vote.

D. Recommend Approval of the Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group Charter

Gabel introduced the Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group Charter as a follow-up document that indicated who and how would be responsible for executing the policy once signed. She asked the Commission for their input on how the membership was structured as it would likely serve as a model for outlining Commissioner integration into other areas of City work. Riley and Bagley expressed their thanks for the attention to longevity and accountability the document had as it served to ensure momentum remained between City leaders.

Hope moved to recommend the Public Works Director approve the DRIVE Advisory Group charter as written.

Motion PASSED 4-0 by rollcall vote.

E. Discussion/Direction/Decision on Sustainability Commissioner Recruitment

Gabel explained that the Commission had two open seats and that she had identified some potential ways to address them. Taylor summarized her conversation with a recently resigned Commissioner, and how the lack of clarity of process and role of the Commission may have contributed to their decision to step down. Bagley brainstormed ways to help improve recruitment and retention, such a process document or “skill matrix” to help identify potential candidates for the Commission. Hope suggested that the Commission work on hosting sustainability-themed events. Riley reminded the Commission that recruitment was a group effort and hoped that recruitment would be more successful in the fall.

Bingham spoke in support of prioritizing recruitment of Commissioners. Kreiss submitted comments in support of recruitment via email.

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: None.

Chair: None.

Commissioners: Hope invited Commissioners and City Staff to meet with the Tribal Affairs Director and Assistant Secretary – Tribal Affairs of the U.S. Department of Transportation that were meeting with the Sitka Tribe of Alaska later that week.

X. SET NEXT MEETING DATE AND AGENDA

The next meeting was scheduled for Monday, September 9, 2024 at Harrigan Centennial Hall.

XI. ADJOURNMENT

Chair Riley moved to adjourn the meeting.

Seeing no objection, the meeting ADJOURNED the meeting at approximately 8:15 P.M.

Minutes By: Bri Gabel, Staff Liaison