



CITY OF  
BAINBRIDGE ISLAND

## Climate Change Advisory Committee Regular Meeting

Wednesday, March 19, 2025 5:30 PM  
Chamber Conference Room, City Hall  
280 Madison Ave N  
Bainbridge Island, WA 98110

The Climate Change Advisory Committee will hold this meeting in person,  
in the City Hall Council Conference Room.  
Attendance may be in person or the meeting is also accessible via the Zoom meeting platform.

Click to join Zoom: <https://bainbridgewa.zoom.us/j/91390380790>

Or Telephone: 1-253-215-8782

Webinar ID: 913 9038 0790

### Agenda

**1. 5:30pm Call meeting to Order/Roll Call/Accept of Modify Agenda /Conflict of Interest Disclosure**

**2. 5:35pm Approval of Minutes (January and February 2025)**

**3. 5:40pm Public Comment**

In person public comment is accepted currently on any topic of public interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not made on individual agenda items during the meeting. Public comment is simply received by the Climate Change Advisory Committee, with no response, and the Climate Change Advisory Committee cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment.

Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Remote public comment is allowed with advance notice by 4:00 p.m. on the business day before the meeting to [cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov), provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

**4. 5:45pm Introduction of Laura Ryser and Climate Change Advisory Committee members**

**5. 6:00pm Regional Climate Round Table (Mike Cox, Kevin Thomas)**

**6. 6:15pm CCAC work plan and Council presentation on Tuesday, April 15 (Laura Ryser, Climate and Sustainability Manager, Ellen Schroer, Deputy City Manager)**

**7. 6:40pm Updates (Laura Ryser, Climate and Sustainability Manager and Ellen Schroer, Deputy City Manager)**

- EV Code Updates

- Heat Pump Program
- GHG inventory update
- Zero Emissions Hand tools
- COBI's Ethics Board is gathering feedback from advisory group members on the annual ethics training, please take the survey here [Ethics Training Program Survey](#)

**8. 6:45pm – 7:30pm Equity Discussion – “Racial Equity and a Racial Equity Toolkit”  
(Anshu Wahi, Equity and Inclusion Manager)**

**9. 730pm Adjourn**

**Attachments:**

- CCAC 2025 work plan
- Work plan report template
- Equity Lens discussion materials & Presentation
- January Minutes
- Example CAP project reports
- Regional Climate Roundtable

## **Bainbridge Island CCAC Meeting Minutes, January 15, 2025**

Meeting called to order at 5:31 PM by Kevin Thomas

### **Roll call:**

- Committee members: Kevin Thomas, Sanjay Bhat, Julie Matthews, Michael (Mike) Cox, Derik Broekhoff, Ray Victorine, Jens Boemer (online), Steve Richard (online)
  - Absent: Michael Kleeman
- City Staff:
  - Ellen Schroer, liaison to the committee
- City Council liaison: Kristen Hytopoulos

**Agenda:** Committee agreed to move discussion of landscaping tool ordinance to end of agenda

### **Conflicts of Interest:**

- Sanjay disclosed he is marketing director at Kitsap Transit, which until recently had a contract with COBI to promote transit.
- Jens disclosed he is an employee of EPRI, a research institute that does work with PSE, but is not currently involved in any work with PSE.

**Minutes for prior meetings:** Meeting notes for September, October, and November meetings were included in agenda packet. Julie moved to approve, Mike seconded. All notes were approved.

### **Climate Café Update**

- Mike updated the committee on the Climate Café event planned for Saturday, February 1

### **Potential Collaboration with Team from Edmonds**

- Kevin and Mike informed the committee about a planned joint meeting with representatives from the City of Edmonds and other small Puget sound municipalities to discuss climate equity and other issues, scheduled for February 10. CCAC and REAC committee members invited to attend.

**Public comment:** Melanie Keenan and Malcolm Gander informed the committee about concerns related to consideration of groundwater management issues in the City's comprehensive planning process.

### **Annual Accomplishments and Work Plan Presentation**

- Ellen updated the committee on the city's draft work plan on climate change, in anticipation of the city's new climate manager starting on February 18.
- Committee members suggested some areas of focus, including review of Fehr & Peers analysis and potential action items.
- Committee members and Kristen discussed groundwater management plan status and its coordination with the comprehensive plan. Sanjay expressed interest in being a liaison to the groundwater management plan committee.
- Committee members discussed possible ways to provide input to development of the comprehensive plan.

**Action item:** Mike moved to form a subcommittee to review the comprehensive plan and provide feedback, consisting of Ray, Kevin, Derik, and Sanjay. Sanjay seconded. Motion was passed.

#### **Zero Emission Hand Tool Ordinance**

- Julie and Ray provided an update to the committee on CCAC recommendations regarding the proposed zero emission hand tool ordinance.
- Committee members agreed to wait on formally agreeing to submit recommendations on the ordinance until the committee has heard back from REAC regarding their deliberations.

**Action item:** Kevin proposed a motion for the CCAC to formally endorse a phased approach to banning the use of fossil fuel-powered hand tools, including different deadlines for different types of equipment. Steve seconded. The motion passed unanimously.

#### **City Updates**

- Ellen updated the committee on EV charging infrastructure code, heat pump pilot program, Woodward solar project, and GHG inventory, and a city volunteer recognition event planned for April 24.
- Ellen proposed waiting to discuss update of EV charging code for multifamily dwellings with new city climate change manager once she starts in February. Sanjay expressed interest in making this a priority.
- Committee members discussed CCAC priorities for the coming year.

The meeting was adjourned at 7:18PM.

## **Action Minutes CCAC - February 19, 2025**

Wednesday, February 19, 2025

Commenced meeting at 5:37 PM

In person: Julie, Ray, Kevin, Jens, Michael, Joe Deets

On line: Kirsten Hytopoulos, Steve

Absent: Derik, Mike

### **Public Comment**

- Bill Dowey - spoke about microgrid.
- Joe Deets - Glad to be back.

### **Subcommittee on Comp Plan**

- Committee moved to form a Subcommittee to meet to discuss Comp Plan; members include Kevin, Sanjay, Ray, Steve. Mike will assist in an advisory role.
- Will consider microgrid suggestions.
- Kevin will reach out to committee members and get meetings started.

### **Electric Hand tools**

- Memo will be finalized and included in the Council packet.
- Want to include ideas on outreach.
- City to take the lead.
- REAC and CCAC to be available.
- Have developed a list of landscapers for potential outreach.
- Rebates can introduce complexity.
- Recommendations to start with leaf blowers and phase in others later.
- Timing depends on outreach - including outreach to the community.
- Received public comments to their CCAC emails - still reflecting on the input.
- To Do: Confirm if the City will continue to retain gas-powered leaf blowers.
- Move to approve memo for submission with confirmed facts.

### **FoodCycler**

- Committee moved to form a Subcommittee to meet to discuss potential for a FoodCycler pilot program with vendor.
- Michael to take lead - would like to submit questions to company
- To Do: Ellen to provide vendor email to subcommittee.
- Subcommittee of Michael, Julie, Steve - comments for April.
- To Do: Ellen sent Wirecutter article to Julie - Done
- Open questions: How many residents put their food waste in the green bin? What happens to the green waste



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## Public Comment

Members of the public are encouraged to submit public comment to the City Advisory Committees. Interested parties may provide comment by:

- Emailing the [committee members](#). This comment may be submitted at any time.
- Providing in-person comment at a meeting.
- Providing comment at a meeting via Zoom, in accordance with the advance notice and camera requirements.

Members of the public who wish to provide public comment in-person at a meeting should sign up to speak on the sign-in sheet. The Chair will call the people signed up on the sign-in sheet, and speakers will have three minutes (or such other time set by the Chair) to speak. The Chair or a designee will indicate when the time has elapsed.

Remote public comment is allowed with advance notice to the City by noon on the date of the meeting at [cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov), provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

Guidelines for public comment are below. These guidelines were established for and approved by the City Council and also apply to all advisory boards, committees and commissions of the City Council.

### **Excerpts from the Governance Manual regarding public comment:**

#### **5.6 Respect and Decorum**

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

##### **5.6.1 Orderly Behavior and Civility in Remarks**

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- a) Speaking without being recognized by the Presiding Officer.
- b) Continuing to speak after the allotted time has expired.

- c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- d) Throwing objects.
- e) Speaking on an issue that is not a public topic, in violation of Section 9.12.2.
- f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- g) Impersonating a City Councilmember or a member of the City staff.
- h) Shouting or otherwise engaging in loud or boisterous behavior.
- i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- k) Booing, hissing, or otherwise disrupting the comments of another speaker.
- l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, under circumstances where such words constitute “fighting words” under constitutional law.
- m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

#### **5.6.2 Permission Required to Address the Council**

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

#### **9.12.2 Subjects – Whether or Not on the Current Agenda**

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comments shall be made consistent with Section 5.6.

#### **9.12.3 Use of Microphones**

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

## REGIONAL CLIMATE ROUNDTABLE

### **Purpose:**

To bring together people who are working on climate action in cities in the Puget Sound Region to discuss a variety of matters concerning their Climate Action Plans - mitigation, resilience, equity, updating CAPs, addressing climate-related impacts that include risks and vulnerabilities, sea level rise, public health and safety, economic stability, and natural resources.

### **Recent meetings:**

There have been some joint meetings involving Bainbridge Island's Climate Change Advisory Committee, Bainbridge Island's Race Equity Advisory Committee, Lake Forest Park's Climate Action Committee, the Edmonds Climate Advisory Board (CAB), and the Edmonds Mayors' Climate Protection Committee that have been of value to participants, and there has been interest in offering quarterly meetings of a Regional Climate Roundtable in the future.

### **Inaugural Regional Climate Roundtable:**

The CAB has reserved a room at the Edmonds Public Library for those who can attend in person. A Zoom option will also be made available.

**Date and time:** Friday, March 28th from 10:00 am to noon.

### **Agenda:**

- 1) Introductions
- 2) Goals for the group
- 3) CAP development, implementation, city staffing, funding, community committees, etc.
- 4) Set agenda for next meeting

The list of groups that will be invited to attend is currently being developed. We project that the following groups are likely to attend (but the list may grow):

Bainbridge Island's Climate Change Advisory Committee  
Bainbridge Island's Race Equity Advisory Committee  
Edmonds Climate Advisory Board  
Edmonds Mayors' Climate Protection Committee  
Lake Forest Park's Climate Action Committee  
Kenmore's Climate Action Committee

June topic that's under consideration: *Climate Action Managers: Their work, and why they are important.* Two or three Climate Action Managers would be invited to speak.

I wanted to make you aware of three gatherings I think you would be interested in attending. I plan on attending the March 28th and April 14th events. It would be great to have one or more people attend the Comprehensive Climate Planning event in Bremerton.

**Comprehensive Climate Action Planning**

**Thursday March 20th**

**5:30 – 7:30**

**Bremerton Government Center**

**345 6th Street, Bremerton**

The Puget Sound Clean Air Agency invites you to join a community workshop on reducing climate pollution as we develop a [Comprehensive Climate Action Plan](#). This plan will create a clear path to significantly reduce our region's greenhouse gas emissions, and create healthier, safer communities by reducing harmful air pollution. Learn more and register at [pscleanair.gov/workshops](https://pscleanair.gov/workshops).

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**Regional Climate Roundtable (RCR – below)**

**Friday March 28th**

**10:00 - 12:00**

**Edmonds Public Library**

The meeting will be held both in person and on Zoom. Information on the purpose of the quarterly RCR meetings, which includes an agenda for the inaugural meeting is below

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**Climate Equity Discussion with RCR**

**Monday, April 14th**

**1:30 - 2:30 pm.**

This will be a Zoom meeting, and an invite will be sent out prior to the meeting.

The topics for discussion will be:

1. Cities that have had successful results in integrating climate equity into climate action policies (we hope to invite someone who has personally had success in this area); and
2. How we can effectively collaborate with those who are impacted by climate impacts (a key factor in effectively advancing climate equity strategies).

If you have questions, comments or suggestions on the above two meetings, as well as on regional outreach in general please let me know.

## 2025 CITY STAFF WORK PLAN ITEMS FOR CCAC PARTICIPATION

Key workplan items for City’s Climate Action (and other) staff that align with CCAC goals and are the best opportunities for CCAC engagement are listed below.

Staff Goal: no more than three subcommittee topics in 2025

CAP SECTION	2025 CITY STAFF WORK PLAN ITEM	POTENTIAL CCAC ASSISTANCE
GHG Inventory	Measure 2023 GHG emissions and prepare for 2025 CAP update	Respond to staff requests as needed to help gather data, and review draft inventory and public-facing educational materials
Energy	Implement and finalize community heat pump installation pilot program (educate community about heat pump options and provide direct information and financial incentives)	Participate in evaluation of program and address next steps beyond pilot
Energy	Review ETIPP technical assistance reports and identify/implement next steps	Help convene/encourage attendance at multi-partner gathering to discuss next steps
Transportation	Several potential projects are in discussion with staff now that may be applicable, including: <ul style="list-style-type: none"> <li>E-bike voucher program</li> <li>Bike corral program</li> </ul>	Assist with gathering data for programs, providing input on program development, helping with community outreach, etc.
Transportation	Review EV charging infrastructure code recommendations for multifamily, research considerations, and identify next steps	Assist with gathering data and soliciting public feedback as needed
Community Outreach	Coordinate with community partners to host an electrification series	Support staff with coordination and promote event(s)
Community Outreach	Help promote community familiarity with, and use of, new resources regarding climate-friendly tree plantings	Identify community groups/target audiences for this information and help distribute new resources
Other	Review Climate Action Plan and develop updated version for Council and community consideration	Respond to staff requests as needed to help gather data, and review draft update
Other	Respond to City Council requests as needed	Respond to City Council requests as needed
Other	Review and provide comments on proposed elements, goals, etc. for the Comprehensive Plan and Winslow Subarea Plan updates	Review and provide Committee feedback on draft plans
Other	Research best practices and support Council consideration of policy for community transition to electric landscaping tools	Assist with research and educational/incentive program development; assist with promoting program and encouraging participation

# Committee Annual Report and Work Plan

## NAME OF Committee

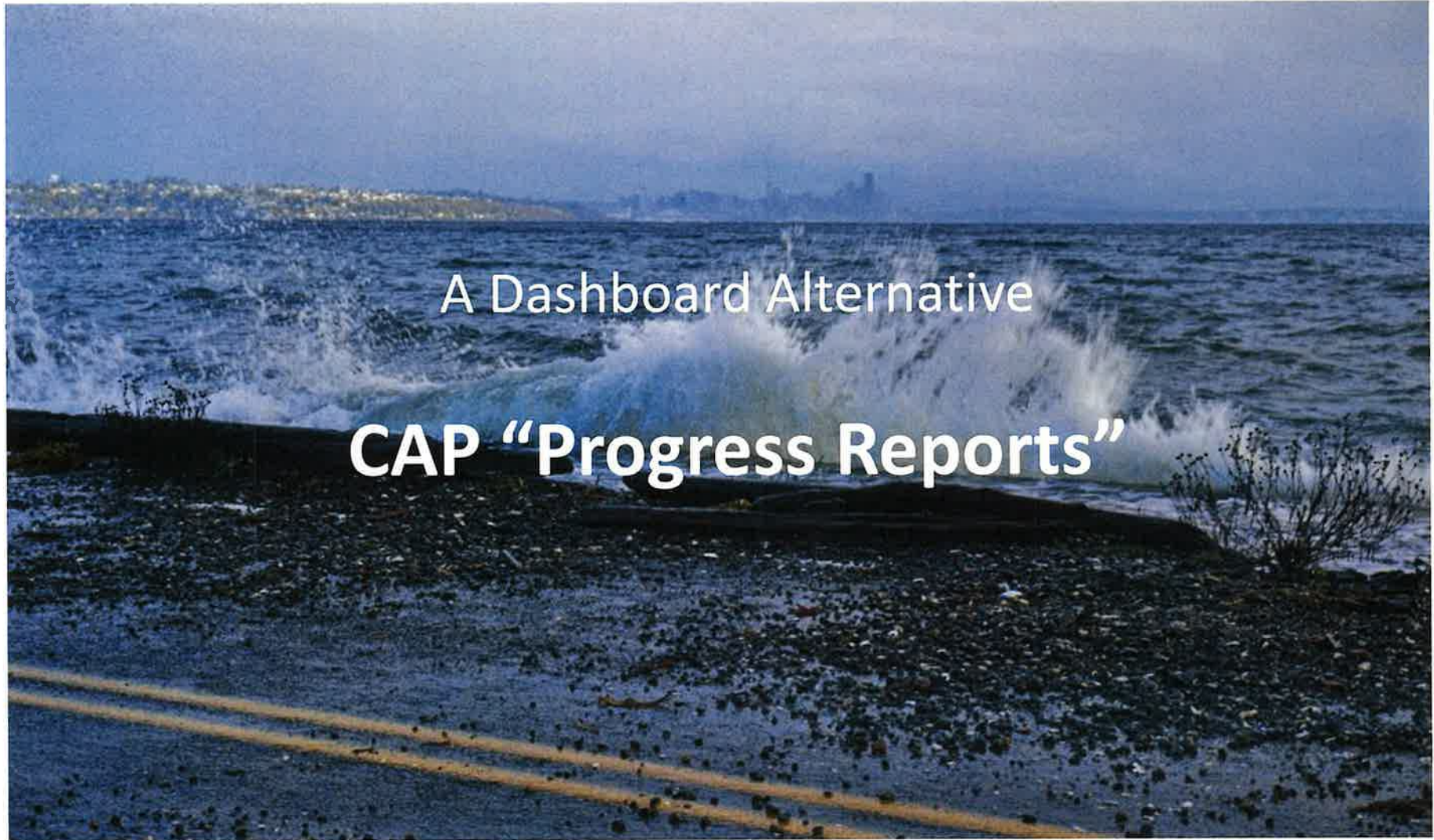
*Annual Report and Workplan for 2025*

**Report on 2024 Activities** (please format to describe your work and includes how this work aligns with Council requests and/or policy priorities.) Information to include:

- Council priority addressed for each activity (as established by the 2024 Council priority list, the current Adopted Budget, or specific referral to the committee).
- What – if any – Council request did each activity this address?
- Include date(s) of committee action and approval, as applicable.

**2025 Workplan Priorities** (please format to describe your work and includes how this work aligns with Council requests and/or policy priorities.) Information to include:

- Council priority addressed for each workplan priority (as established by the 2024 Council priority list, the current Adopted Budget, or specific referral to the committee).
- What – if any – Council request does each workplan priority address?
- Narrative (please include proposed goals, deliverables and timing for each workplan priority)



A Dashboard Alternative

# CAP “Progress Reports”

# Challenge(s)

- **Core CCAC mission is to advise Council on implementing the Climate Action Plan (CAP)**
- **But, how do we stay close to the CAP?**
  - Completed back in 2020
  - Over 100 pages and six major sections
  - New committee members
  - Hard to keep track of how all the current initiatives map to original goals
  - Are we on track?

# Proposal

- **Include a CAP “progress report” for one of the six sections in each meeting**
  - Frequently enough that each section is covered once per year.
  - 10-15 min?
- **Have 1-2 CCAC members volunteer to be an ongoing, year-round “point person” for each section**
  - So that committee members aren’t required to be on top of the entire CAP, but can focus on being very knowledgeable about a specific section.
- **Implementation**
  - Make a schedule for the year, provide an easy template, include key dashboard metrics, and summarize with key takeaways



# Example: Energy



# Example – Overall Goals

## Bainbridge Island Climate Action Plan - Progress Report for Energy (Section 3)

### 1. Overall Goals/Targets

Goals	Targets	Status	Comments
<b>A. Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.</b>	By 2022, COBI will have established a Green Energy and Building Fund to assist with conversions and efficiency upgrades for homes, with a focus on low-income housing.	In progress	Decided to pursue a more targeted program starting with a pilot heat pump program for low income residents.
<b>B. Eliminate carbon-based energy sources from all energy sectors.</b>	By 2022, COBI adopts policies that prohibit propane, fuel oil, and wood stoves as the primary source of heating in all new residential, commercial, industrial, and municipal buildings.  By 2040, all of Bainbridge Island's sources of electricity are carbon-free.	Future Action  In progress	Have not addressed policies to prohibit certain fuels.  Report was developed as part of <a href="#">ETIPP</a> program to have all sources of electricity to be carbon-free by 2024. CCAC provided recommendations on next steps. Need to discuss and move forward with recommendations.  Converted 94% of the City's landscaping tools from gasoline to electricity fuel.
<b>C. Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of the changing climate.</b>	By 2023, half of the Bainbridge Prepares disaster hubs have installed 6-20kW solar arrays and storage for resilience.	In progress	Four of the six hubs were found to have the potential to easily add solar panels.. Three of those sites were also identified as good candidates for battery energy storage. The City Council authorized installation of additional solar panels at the Senior Center and to allocate

# Example – Strategies & Actions

## 2. Strategies/Actions

**Goal A: Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.**

Action #	Description	Milestones	Status	Comments
3.A.1.a	All COBI projects (e.g., Police Station, WWTP improvements) adopt requirements to maximize energy efficiency and reduce total energy demand whenever feasible (e.g., variable frequency drives in HVAC systems, heat recovery systems, and dedicated outdoor air systems).	Council accepted terms	Future Action	
3.A.1.b	Work with PSE to: 1) raise awareness about existing rebate and assistance programs that will increase access to energy conservation and efficiency programs, focusing on low-income households and nonprofit organizations; and 2) explore creating new incentive/rebate programs.	Establish new programs and raise awareness of existing programs.	In progress	<p>PSE incentives and programs highlighted in Climate Smart Challenge and City communications. PSE also provides information in their correspondence with customers.</p> <p>The CCAC hosted a City Council Study Session with Puget Sound Energy (PSE) in 2023 to discuss how the City, PSE, and the community can work collaboratively to achieve goals outlined in the CAP. The session focused specifically on opportunities to increase the installation of publicly available EV charging stations and identify future Community Solar project applications, with additional questions regarding PSE's progress in complying with the Clean Energy Transformation Act.</p>
3.A.1.c	Encourage, and assist when possible, other taxing entities	Meet with	In progress	Met with Parks and School Board

# Example Metrics

- **Number of CAP Actions completed, on-going, and not started.**
- **Percentage of total electricity that comes from renewable sources**
  - 2024: 502 solar arrays on BI generated 5 Million kWh/year
  - PSE renewables (end of 2025 must be off coal)
    - 2023: 53%
    - 2022: 41%
    - 2021: 36%
    - 2020: 35%
- **Number of disaster hubs with renewable energy**

# Example Takeaways

## **PSE**

- Primary lever for reducing emissions from energy is the fuel mix of PSE.
- Partnership agreement was scaled back significantly but approved.
- We can do more to promote PSE's clean energy programs.

## **Renewable Energy on Island**

- Need to implement recommendations from ETIPP.
- Main driver of solar installations is financials and speed of payback.

## **Energy Efficiency**

- Pilot heat pump program.
- IRA offers incentives but future unknown.
- Explore policies to prohibit fossil fuels as primary source of heating

## **Resiliency**

- ETIPP study provides examples
- Complete making all Disaster hubs more resilient.

## Next Steps

- Feedback and refinement
- Volunteers for each section
- Next section to review?

## CITY OF BAINBRIDGE ISLAND RACIAL EQUITY TOOLKIT 2025

This document was developed based on recommendations from the City’s Equity and Inclusion Manager, COBI’s racial equity consultant Scott Winn, and the Race Equity Advisory Committee. Much of the language has been taken or adapted from the Government Alliance on Race and Equity (GARE), Race Forward, Health Equity Guide, and the Puget Sound Regional Council (PSRC)’s Racial Equity Impact Assessment.

### THE GOAL

The Racial Equity Toolkit will transform decision-making on policies, practices, and budgets to support the City of Bainbridge Island in enacting its Racial Equity North Star Document, which guides the City to “lead with a racial equity lens” toward “ensuring that any person living, visiting, or working on Bainbridge Island feels welcome and achieves their full potential.”

### DEFINITIONS

**Racial Equity** The condition in which racism no longer tells us anything about a person’s success in life. Racial equity is achieved through the intentional and continual practice of prioritizing measurable, positive change in the lives of people of color, thereby improving outcomes for everyone.

**Individual Racism** Pre-judgment, bias, or discrimination based on race by an individual.

**Institutional Racism** Policies, practices, and procedures that work better for white people than for people of color, often unintentionally.

**Structural Racism** A history and current reality of institutional racism across all institutions, combining to create a system that negatively impacts communities of color.

**Outcomes** The result that you seek to achieve through your actions.

**Racially Equitable Community Outcomes** The specific long-term state or condition you seek to achieve, which will support racial equity in the community.

### WHY

This tool is both a product and a process that provides a guided set of questions to systematically weave racial equity into decision-making.

Racial inequities have been an enduring part of public policy in this country. A racial equity lens seeks to reduce, eliminate, and prevent discrimination and inequities, which are often unconsciously replicated when they are not consciously addressed. Using the toolkit can help minimize unanticipated adverse consequences in a variety of policy, programmatic, and budgetary decisions.

### HOW: RACE EXPLICITLY, NOT EXCLUSIVELY

We lead explicitly — though not exclusively — with a racial equity lens because racial inequities persist in every system across the country, without exception. We can’t find one example of a system where there are no racial disparities in outcomes: Health, Education, Criminal Justice, Employment, and so on. Baked into the creation and ongoing policies of our government, media, and other institutions — unless otherwise countered — racism operates at individual, institutional, and structural levels and is therefore present in every system we examine.

We also lead with a racial equity lens because when you look within other dimensions of identity — income, gender, sexuality, education, ability, age, citizenship, and geography — there are racial inequities within these that result from racism. Knowing this helps us take a more intersectional approach, while always naming the role that racism plays in people’s experiences and outcomes.

Advancing equity requires addressing all areas of marginalization and understanding the interconnected nature of oppression. However, there is benefit to lead with a racial equity lens as we can harness tools, frameworks, and resources to address all inequities. As the Government Alliance of Race and Equity (GARE) has stated, “As local and regional government deepens its ability to eliminate racial inequity, it will be better equipped to transform systems and institutions impacting other marginalized groups.”

Therefore, it is especially critical to engage communities of color in your decision-making processes. Due to the historical reality of the role of government in creating and maintaining racial inequities, it is not surprising that communities of color do not always have much trust in government. In addition, there is a likelihood that other barriers exist, such as language, perception of being welcome, and lack of public transportation or childcare.

#### **WHEN**

The earlier the toolkit is used, the better. When racial equity is left off the table, and not addressed until the last minute, the use of a racial equity lens is less likely to be fruitful. Using a racial equity toolkit early in a decision-making process will help these decisions be aligned with organizational goals and stated outcomes.

Asking the questions in the Racial Equity Toolkit interrupts “thinking as usual” and unintended consequences by focusing on the lived experiences and perspectives of all communities, in particular communities of color.

## RACIAL EQUITY TOOLKIT STEPS

A committee could be assembled to guide and enact the steps of the toolkit.

### STEP 1: GENERAL INFORMATION: WHAT IS THE DECISION?

Clearly state what decision you are considering. (The decision could be a policy, practice, initiative, program, and/or budget item).

#### Questions to consider:

- Who is the primary contact for this decision?
- What are the short-term and/or long-term goals?
- What is the problem the decision aims to solve?
- Who will make the decision?
- Who will implement the decision?

### STEP 2: SET OUTCOMES: WHERE ARE YOU GOING?

(for support with this step, please see Appendix A, City of Bainbridge Island Racial Equity North Star Document)

What is the universal outcome you are working to achieve from the decision? (For example, "All employees have a sense of belonging.")

What is the racial equity outcome related to the decision, which will allow the measuring of progress towards the universal outcome? (For example, "Racism no longer impacts employees having a sense of belonging.")

Please check the City operation area(s) the decision will primarily impact:

- Leadership and Operations
- Workplace and Workforce
- Plans, Policies, Projects, and Budgets
- Community Engagement and Outreach

### STEP 3: COLLECT AND ANALYZE DATA: WHERE ARE WE AT?

(for support with this step, please see Appendix B for suggested actions and resources)

Thinking about the intended racial equity outcome above, what data or information exists regarding current racial inequities? This data will help establish a baseline for later measurement of the decision's impact.

#### Questions to consider:

- What is the current data about the community conditions related to the decision, including inequities, that are clearly documented?
- What are the racial demographics of those living in the area of the decision?
- If data does not exist, how will you get more information?
- When looking at your data, which communities of color and/or other communities might be most affected by this decision?
- What data and stories/perspectives need to be collected to broaden the data set?

#### **STEP 4: COMMUNITY ENGAGEMENT: WHAT DO THE MOST IMPACTED COMMUNITIES AND OTHERS THINK?**

**(for support with this step, please see Appendix B for suggested actions and resources)**

It is not enough to consult data or literature to assume how a proposal might impact a community, the community itself must be engaged.

##### **Questions to consider prior to community engagement:**

- Who has institutional decision-making power to create and maintain community engagement efforts?
- Who implements these community engagement efforts?
- How do you plan to broaden your communication to communities of color and other marginalized groups?
- What resources do you need to authentically engage with community members of color and other marginalized groups?
- What questions will be asked of the public in your outreach efforts that support racial equity?
- How will you know if your outreach efforts are racially equitable?

#### **STEP 5: ADVANCE OPPORTUNITY TO MINIMIZE HARM: APPLY A RACIAL EQUITY LENS – WHAT DECISION DO YOU RECOMMEND?**

What is your recommended decision? What will be the racial equity impacts of the decision?

##### **Questions to consider:**

- What key issues have emerged from this community engagement?
- How will the decision increase or decrease racial equity?
- Based on the data collected, which groups might benefit from this decision? How?
- Based on the data collected, which groups might be burdened by this decision? How?
- What do these conversations with community members tell you about existing racial inequities that influence people's lives and should be taken into consideration?
- What are the root causes or factors creating these inequities? (For example: historical barriers to access, lack of racially inclusive engagement, pre-existing legislation or covenants, redlining, mistrust in government, bias in lawmakers, etc)

#### **STEP 6: IMPLEMENT, EVALUATE, RAISE AWARENESS, REPORT OUT, BE ACCOUNTABLE: WHAT'S THE IMPACT?**

##### **Questions to consider with implementation:**

- How will your department address impacts (including unintended consequences) on racial equity? In other words, how will you address potential burdens on people of color?
- How will you partner with community members for long-term positive change?
- If current efforts and their impacts are not aligned with desired racially equitable community outcomes, how will you re-align your work?
- What resources and staff capacity are needed to support this decision?
- How will you evaluate and report impacts on racial equity over time?
- How will you retain community engagement and ensure internal and public accountability?
- How might the communities' perceptions, experiences, and solutions be centered in ongoing and future decisions?
- How will you raise awareness about racial inequities related to the decision?

**Racial Equity North Star Document**  
**Developed by and for the City of Bainbridge Island Staff**  
**(Adopted 1/23/2023)**

**Introduction and Background**

We, City of Bainbridge Island staff, are committed to ensuring that any person living, visiting, or working on Bainbridge Island feels welcome and achieves their full potential. In order to do this, we recognize that advancing racial equity in our day-to-day work is necessary. Bainbridge Island has a challenging and complicated history with racial inequities and exclusion, including the divestment of the Indigenous Coast Salish People of the Water and the Japanese American internment during World War II. These past events provide us with the resolve to advance racial equity in our community's future.

Racial inequity is a problem that exists in our society and our organization, whether or not we have intentionally or unintentionally contributed, and it is our responsibility to strategically address it. As the Japanese Exclusion Memorial reminds us, "Nidoto Nai Yoni"; every day is an opportunity to "Let it Not Happen Again" to any of the 1 in 10 – and counting – residents of Bainbridge Island who are people of color.

We have chosen to lead with a racial equity lens because it gives us a framework, tools, and resources that apply to all other areas of marginalization. **A strategy of racial equity is a strategy to achieve equity for all.**

The City defines racial equity as both an outcome and a process. **As an outcome**, we achieve racial equity when racism no longer tells us anything about outcomes or a person's success in life. **As a process**, we use a racial equity lens because we recognize that by intentionally addressing racial inequities, we will transform institutions and systems of oppression, and achieve equitable opportunities and outcomes for all.

**City of Bainbridge Island Racial Equity Outcome Statement**

We commit to transforming ourselves from being an organization working to diversify itself to one that is committed to finding ways to eliminate racial inequities within our organization and the community that we serve. We do this to achieve a future in which racism has no bearing on the quality of life, life outcomes or indicators of wellness for any person living, visiting, or working on Bainbridge Island.

Achieve racial equity in the City's operations through the following:

- **Leadership and Operations**– Empower and equip managers and supervisors with the skills to guide their teams using the Racial Equity Toolkit, to integrate racial equity into practice and routine operations.
- **Workplace and Workforce** – Attain racial equity in hiring, retention, promotion and contracting to foster an environment where diversity in perspective informs decision-making and everyone experiences a sense of belonging.
- **Plans, Policies, Projects, and Budgets** – Evaluate and reconstruct our operations so that as we manage our resources any identified patterns of racial inequity are eliminated.
- **Community Engagement and Outreach** – Create opportunities for participation in decision-making in public policy by communities of color impacted by racism.

## **APPENDIX B:**

### **Actions that can be taken to increase racial equity during the public outreach and community engagement process:**

- Consider if interpreters are needed for in-person outreach efforts.
- Consider if translations are needed for print and online materials.
- Consider transportation options for in-person outreach.
- Consider providing childcare.
- Ensure that there are options for remote attendance.
- Pay participants a stipend.
- Allow extra time to collect data and stories of marginalized groups.
- Collect demographic data of participants.
- Use social media to authentically engage with marginalized groups.
- Conduct intentionally intersectional identity-based focus groups, led by people of color.
- Reach out to groups and individuals whose work centers on and/or aligns with race-related issues.

### **Who should be included in public outreach and community engagement?**

- Suquamish Tribe (on matters regarding water quality, riparian zones historic archaeological resources, growth management, public art, etc)
- Bainbridge Black
- Bainbridge Island Japanese American Community
- Bainbridge Pride
- Filipino American Community of Bainbridge Island
- Indipino Community of Bainbridge Island
- Queer Elders
- Housing Resources Bainbridge
- Kitsap ERACE (Equity, Race and Community Engagement)
- Bainbridge-North Kitsap Interfaith Council
- Kitsap Showing Up for Racial Justice (SURJ)
- Senior Center
- Human Services Groups
- BSD Multicultural Advisory Council
- Youth
- Nonresident workers on Bainbridge Island



CITY OF  
BAINBRIDGE ISLAND

# Racial Equity and a Racial Equity Toolkit

Anshu Wahni

Equity and Inclusion Manager

# Definitions

**Racial Equity** The condition in which racism no longer tells us anything about a person's success in life. Racial equity is achieved through the intentional and continual practice of prioritizing measurable, positive change in the lives of people of color, thereby improving outcomes for everyone.

**Individual Racism** Pre-judgment, bias, or discrimination based on race by an individual.

**Institutional Racism** Policies, practices, and procedures that work better for white people than for people of color, often unintentionally.

**Structural Racism** A history and current reality of institutional racism across all institutions, combining to create a system that negatively impacts communities of color.

# Why apply a racial equity lens?

Racial inequities have been an enduring part of public policy in this country.

Applying a racial equity lens seeks to:

- integrate explicit consideration of racial equity in decisions, including policies, programs, and budgets.
- **institutionalize** the consideration of racial equity.
- reduce, eliminate and prevent discrimination and inequities, which are often **unconsciously replicated** when they are not **consciously addressed**.
- help minimize **unanticipated** adverse consequences in a variety of local government decisions.
- provide a guided set of questions to systematically weave equity into public outreach decisions.

# Why lead with race?

## RACE EXPLICITLY, NOT EXCLUSIVELY

**We lead explicitly – though not exclusively – with a racial equity lens because racial inequities persist in every system across the country, without exception. We can't find one example of a system where there are no racial disparities in outcomes:** Health, Education, Criminal Justice, Employment, etc. Baked into the creation and ongoing policies of our government, media, and other institutions – unless otherwise countered – racism operates at individual, institutional, and structural levels and is therefore present in every system we examine.

**We also lead with a racial equity lens because when you look within other dimensions of identity – income, gender, sexuality, education, ability, age, citizenship, and geography – there are racial inequities within these that result from racism. Knowing this helps us take a more intersectional approach, while always naming the role that race plays in people's experiences and outcomes.**

# Why lead with race?



## The “Race And” Framework

We address *race explicitly, not exclusively*. (e.g. race and gender, race and immigrant status, etc.)

Or in other words, we address *race prominently and intersectionally*.

Race can be a *complementary*, rather than *competing*, frame

- By identity, e.g., race AND gender
- By topic, e.g., environmental justice and racial justice, reproductive justice and racial justice, etc.

# Targeted Universalism



# Targeted Universalism

Targeted strategies towards a universal goal.

# The Goal

“All people [on Bainbridge Island] can attain the resources and opportunities to improve their quality of life and enable them to reach their full potential. Differences in life outcomes cannot be predicted by race, class, or any other identity.

**Communities of color, historically marginalized communities and those affected by poverty are engaged in decision-making processes, planning, and policy-making.” PSRC**

**A RACIAL EQUITY TOOLKIT HELPS US  
APPLY A RACIAL EQUITY LENS**

# BAINBRIDGE ISLAND'S RACIAL EQUITY TOOLKIT

## 1. WHAT IS THE DECISION?

*What are we considering?*

## 2. WHERE ARE WE GOING?

*Set a Universal and Racial Equity Outcome*

## 3. WHERE ARE WE AT?

*Collect and Analyze Data*

## 4. WHAT DO MOST IMPACTED COMMUNITIES THINK:

*Consult with most impacted communities of color.*

## 5. APPLY A RACIAL EQUITY LENS :

*Analyze benefit and burden.*

*What is your recommendation?*

## 6. WHAT'S THE IMPACT?

*Implement, Evaluate, Raise Awareness, Report Out, Be Accountable*

## **STEP 1: GENERAL INFORMATION:**

### **WHAT IS THE DECISION?**

Clearly state what decision you are considering. (The decision could be a policy, practice, initiative, program, and/or budget item).

## **STEP 2: SET OUTCOMES: WHERE ARE WE GOING?**

What is the universal outcome?

What is the racial equity outcome?

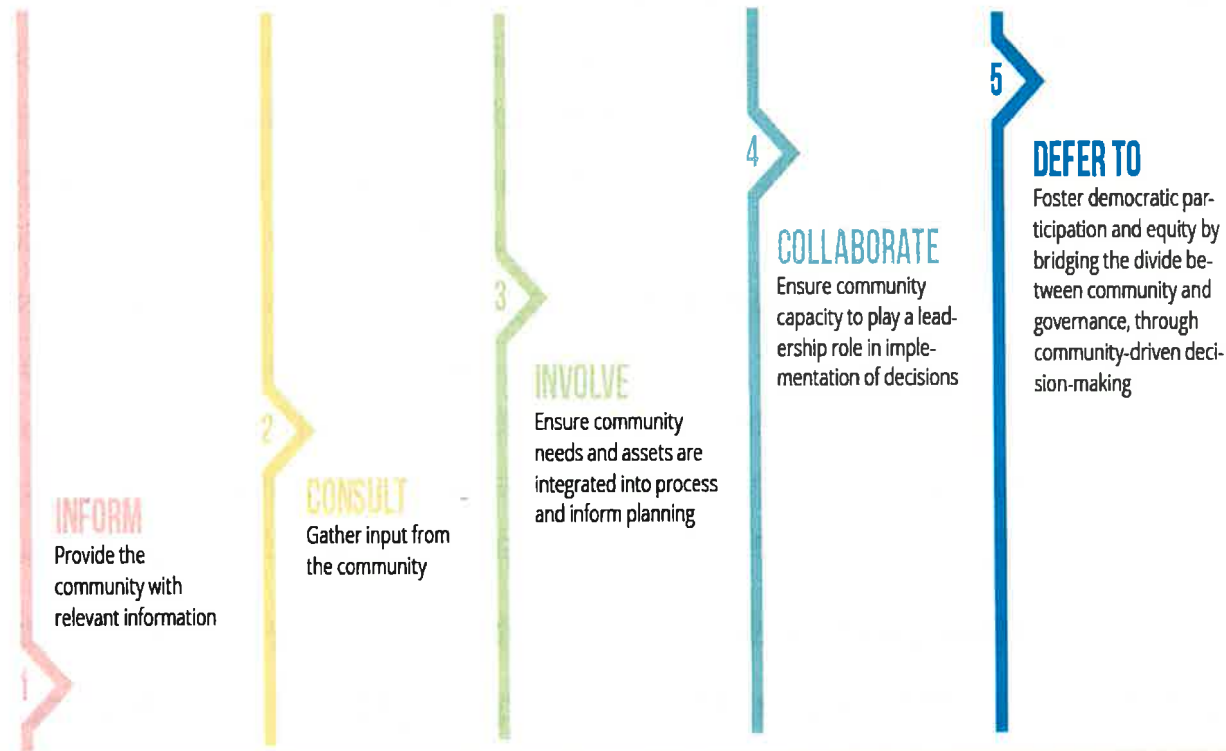
## **STEP 3: COLLECT AND ANALYZE DATA: WHERE ARE WE AT?**

Thinking about the intended racial equity outcome, what data or information exists regarding current racial inequities? This data will help establish a baseline for later measurement of the decision's impact.

**STEP 4: COMMUNITY ENGAGEMENT:  
WHAT DO THE MOST IMPACTED  
COMMUNITIES OF COLOR AND OTHERS  
THINK?**

It is not enough to consult data or literature to assume how a proposal might impact a community, the community itself must be engaged.

# From Community Engagement to Community Ownership



The Spectrum from Community Engagement to Community Ownership (Rosa Gonzales, Facilitating Power)

## **Actions that can be taken to increase racial equity during the public outreach and community engagement process:**

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## **Piloting the Racial Equity Toolkit - Lessons Learned**

- Draft Environmental Impact Statement (DEIS)

Outreach

- Public Works Utility Rate Study

- Red Oak Tree wood distribution