



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. 5:30 pm Call meeting to Order/Roll Call

2. 5:35 pm Approval of Minutes – March April, and May

3. 5:40 pm Public Comment

In person public comment is accepted at this time 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, 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. 5:50 pm Thank you and farewell to Julie Matthews & Jens Boehmer

5. 6:05 pm Meeting Minutes for Committees – Ellen Schroer

- Review attachments
- AI summaries and COBI templates

6. 6:15 pm Kicking Gas Meeting Debrief – Kevin

7. 6:30 pm Status of Groundwater Management Plan and ETIPP moving forward – Mike

8. 6:45 pm Climate Manager Updates – Ellen Schroer

- Consider summer recess – cancel scheduled meeting in August
- Leaf blower ordinance update
- Solar + Storage grant update
- Solarize public campaign opportunity with Olympia Community Solar
- UW Intern starting 6/15 – focus is in part on EV code for multifamily
- Updating CAP – can CCAC assist with tabling at outreach events in August and Sept?
- Laura is now serving the County’s Solid Waste Advisory Committee

9. 7:00 pm Adjourn

EBIKE VOUCHER

2025 pilot program



The city is piloting an e-bike incentive program that aims to reduce vehicle miles traveled and greenhouse gas emissions by incentivizing the purchase of e-bikes which can be used to replace short-distance vehicle trips.

Eligibility

To be eligible to receive a voucher, applicants must meet the following criteria:

- be 18 years of age, or older;
- be a Bainbridge Island resident

Voucher Types

The program will offer vouchers valued at \$300, \$1,000, and \$1,200 and will provide a limited number of \$200 bonuses for the purchase of cargo and adaptive e-bikes. The availability of vouchers are as follows:

- Standard (\$300): 21 vouchers
- Income Qualified 120% (\$1,000): 12 vouchers
- Income Qualified <80% (\$1,200): 11 vouchers
- Cargo/Adaptive Bonus (\$200): 17 bonuses

Eligible Bikes

The following bikes may be purchased using the vouchers:

- Class 1 E-bikes
- Class 2 E-bikes
- Cargo E-bikes
- Adaptive E-bikes (eg. e-trikes)

electric mountain bikes are **not** eligible for purchase under this program

Income Qualification

To be eligible for an income qualified voucher, applicants must meet the following income thresholds based on household size:

120% - 80% AMI Voucher (\$1,000)

- 1 person: \$67,051 - \$100,800
- 2 people: \$76,601 - \$114,900
- 3 people: \$86,201 - \$129,300
- 4 people: \$95,751 - \$143,650

<80% AMI Voucher (\$1,200)

- 1 person: ≤ \$67,050
- 2 people: ≤ \$76,600
- 3 people: ≤ \$86,200
- 4 people: ≤ \$95,750

How to apply

Access the application at www.bainbridgewa.gov/1566/ebikes or come into City Hall for a paper application. Applicants are required to provide residency, age, and income verification.

How to redeem

Voucher recipients will have 60 days upon voucher acceptance to redeem their voucher. Vouchers are redeemed at the point of sale and do not require reimbursement. Recipients may purchase their ebikes at either of the following locations:

- Classic Cycle
- Bainbridge Bike Co.

Important Dates

June 13 : Applications Open
June 27: Applications Close
July 22: Vouchers Distributed

program contact

Hannah Boettcher, Sustainable Transportation Coordinator
ebikes@bainbridgewa.gov | www.bainbridgewa.gov/1566/ebikes

Action Minute Instructions

This document provides guidelines for action minutes from Ann Macfarlane's book, *Mastering Council Meetings*. The City Clerk uses these guidelines for Council meeting minutes; committees should follow these, too.

Action Minute Components:

Councils should use "action minutes," in which actions are noted briefly and simply. Minutes of this type will include the following items:

- Place of the meeting;
- Time the meeting started and ended;
- Which members of the council were present, and if relevant, any absences;
- Text of all main motions taken by the council and their disposition (passed, failed, referred to committee, postponed etc.)
- If amendments were made, the final version of the motion as amended;
- Any points of order that were made and their resolution; and
- If the council went into executive session, the time of entering and leaving such session.

If public comment is made, it is ordinarily sufficient to note the fact.

A motion that is withdrawn is not ordinarily included in the minutes.

Additional notes:

- Minute takers may also include the name of the commenter and whether they spoke for or against an item.
- In addition, minutes may include a brief statement for each agenda item documenting who presented and/or introduced the item. Also, note if additional staff or consultants join the discussion. [Example: City Manager King introduced the agenda item. Deputy City Manager Schroer provided additional information, and Council discussed the topic].



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

DATE: June 2, 2025
TO: Ellen Schroer, Deputy City Manager
FROM: James E. Haney, City Attorney
RE: Requirement for Boards and Commissions to Keep Meeting Minutes

You have asked whether Bainbridge Island's boards and commissions are required to keep written meeting minutes. The answer is yes. Under the Bainbridge Island Municipal Code, each board and commission created by the City is subject to the Open Public Meetings Act (OPMA), RCW 42.30. The OPMA requires, in RCW 42.30.035(1), that "The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection." The City's boards and commissions are therefore required to keep written minutes.