

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 Call meeting to Order/Roll Call/Accept of Modify Agenda /Conflict of Interest Disclosure
2. 5:35 Approve September 9, October 16, and November 20, 2024 Minutes
3. 5:40 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 taken 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. 5:45 Update and Discussion of Zero Emissions Hand Tools (Julie Mathews, Ray Victurine, Jens Boemer, Kevin Thomas)
5. 6:00 Climate Cafe February 21 (Mike Cox)
6. 6:15 Potential Collaboration with Team from Edmonds (Climate Equity Forum and Interested in Forming Information Sharing Coalition with Other Cities) (Mike Cox, Kevin Thomas, Sanjay Bhatt)
7. 6:30 Annual Accomplishments and Work Plan Presentation (Ellen Schroer, Deputy City Manager)

8. 6:45 Updates (Ellen Schroer, Deputy City Manager)
 - Electric Vehicle Charging Code process steps
 - Electric Vehicle Ordinance Research & Recommendations – consider establishing subcommittee
 - Woodward Solar Project
 - Heat Pump pilot program status update
 - Climate Manager position vacancy update
 - CCAC Input for Comprehensive Plan
 - GHG Inventory update
 - Volunteer recognition save the date – April 24
9. 7:30 Adjourn

Attachments:

Meeting Minutes from September 9, October 16, and November 20, 2024

Draft Work Plan for 2025

2023 Version of Accomplishments to Update

Bainbridge Island CCAC Meeting Minutes, September 9, 2024

Meeting called to order at 5:31 pm by Michael Cox

Roll call:

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

Agenda: Mike proposed adding an item related to finding another Vice Chair for the committee

Conflicts of Interest:

- Sanjay disclosed he is marketing director at Kitsap Transit, which has a contract with COBI to promote transit, which is managed by Autumn's group at the city. He also serves on the Board with Courtyards on Madison, working with Department of Energy on community solar grant projects.
- 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 March meeting: Steve motioned for approval, Ray seconded, adopted by those present.

Public comment: None

Agenda items

- City updates
 - Peter Best presented on Comprehensive Plan public engagement
 - Ellen Schroer provided updates on solar PV carbon offset project, heat pump pilot project, climate officer position, and sea level rise work, recommendations on EV charging code (on council agenda for September 24), and forthcoming October ETIPP presentation
- CCAC updates
 - Julie and Ray updated the committee on deliberations related to electric hand tools ordinance
 - Mike briefly updated the committee the Climate Action Plan dashboard (no material updates)
 - Kevin and Mike updated the committee on forthcoming electrification expo
 - Mike asked for volunteers to replace him as Vice Chair; agreed to forward this to the whole committee via email

There were no committee action items or votes

The meeting was adjourned at 7:13 pm.

Bainbridge Island CCAC Meeting Minutes, October 16, 2024

Meeting called to order by Michael Cox at 5:33 pm

Roll Call:

- Committee members: Michael (Mike) Cox, Michael Kleeman, Steve Richard, Julie Matthews, Sanjay Baht, Kevin Thomas (remote), Ray Victorine (remote), Jens Boomer (remote)
 - Absent: Derik Broekhoff
- City Staff Liaison: Ellen Schroer, Deputy City Manager
- City Council Liaison: Kirsten Hytopoulos (remote)

Agenda:

- Mike requested an update on Climate officer position.

Conflicts of Interest:

- Sanjay disclosed he is marketing director at Kitsap Transit.

Minutes for June meeting:

- The minutes from the September meeting not available – will be provided at a later meeting.

Public Comment:

- No public comment.

Confirm new CCAC Vice Chair:

- Sanjay volunteered to be the new CCAC Vice Chair.
- Action
 - Steve motioned to approve Sanjay as Vice Chair, Michael seconded, unanimous approval of those present with Sanjay and Mike abstaining.

Updates on Climate Action Plan Priority Projects:

- PJ Tillman, Cascadia Consulting, discussed their work on the city's heat pump pilot project and on the greenhouse gas emission (GHG) inventory update.

Update and Discussion of Zero Emissions Hand Tool Ordinance:

- Subcommittee (Ray, Kevin, Jens, Julie) presented a draft memo to the City Council on the proposed zero emission hand tool ordinance with recommendations for a pared down phased approach and an emphasis on equity. A number of suggestions were provided. A revised memo will be shared with the Race Equity Advisory Committee and then presented at the November CCAC meeting.
- Action
 - No committee action was taken

Equity Discussion:

- Discussion on the “Racial Equity and Racial Equity Lens” is postponed until the next CCAC meeting.

Updates from Deputy City Manager:

- EV Charging Code- Code revisions will be discussed at Planning Commission meeting on December 12 and then forwarded to City Council. Anticipate enactment, if approved, in January or February. Current focus is on commercial construction, multifamily will be addressed after that.
- Open Meetings Act, Public Comment, First Amendment, Public Records Act training handout in packet.
- Puget Sound Energy Memorandum of Understanding- was approved by the City Council resolution on October 8.
- Waste Management negotiations with BI Disposal are ongoing through November. May have resolution in December.
- Fehr and Peers fleet electrification report- will be presented at City Council study session November 19 with opportunity for Council to ask questions but not to make any decision.
- Climate manager position- still actively recruiting. Application period is open until November 3. Lots of applications have been received.
- Next CCAC meeting is scheduled for December 13- after school is out for the holidays. Need to determine if there will be a quorum or to cancel the meeting.

CCAC Updates:

Electrification Fair report out- Held September 14 at Woodward. There was a good turnout and favorable reviews. Discussed general ideas for future events.

The meeting was adjourned at 7:26 pm.

Bainbridge Island CCAC Meeting Minutes, November 20, 2024

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

Roll call:

- Committee members: Steve Richard (online), Derik Broekhoff, Sanjay Bhat, Jens Boemer, Julie Matthews, Ray Victurine
 - Absent: Michael Cox, Michael Kleeman
- City Staff:
 - Ellen Schroer, liaison to the committee
 - Hannah Boettcher, sustainable transportation coordinator
- City Council liaisons: Leslie Schneider

Agenda: Ellen Schroer requested to postpone equity item (city equity coordinator not available)

Conflicts of Interest:

- Sanjay disclosed he is marketing director at Kitsap Transit, which has a contract with COBI to promote transit, which is managed by Autumn's group at the city. He also serves on the Board with Courtyards on Madison, working with Department of Energy on community solar grant projects.
- 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: Not available. Notes for September, October, and November will be provided at the next committee meeting. Ellen Schroer noted that the city is moving to recording "action minutes" (a more succinct summarizing of action items).

Public comment: None.

Sustainable Transportation Update:

- Hannah Boettcher provided an updated on the sustainable transportation plan.

Zero Emission Hand Tool Ordinance:

- Julie updated the committee on development of recommendations regarding the hand tool ordinance.
- Committee members discussed recommendations and outreach strategy around what goes into the ordinance, and meeting with REAC before finalizing.
- Decision to be finalized in January.

City Updates:

- Ellen Schroer updated the committee on EV charging code, heat pump pilot program, climate manager vacancy, and GHG inventory.

Action item:

- Kevin motioned to not meet in December; Ray seconded. All were in favor.
- Next meeting in January.

The meeting was adjourned at 7:18 pm.



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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, 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.

Climate Change Advisory Committee

Annual Report and Workplan for 2024

Report on 2023 Activities (please format to describe your work and includes how this work aligns with Council requests and/or policy priorities.)

- Energy Transitions Initiative Partnership Project (ETIPP) – the CCAC supported staff and participated in multi-partner meetings related to technical assistance about energy resilience and vulnerability assessments for the Island.
- Staffed Climate Smart booths at five (5) community events to support Climate Action Plan Implementation.
- Participated in development of Request for Proposals for solar projects by other public agencies to provide options for offset to the carbon emissions of the Ted Spearman Justice Center.
- Sponsored the Electric Vehicle Expo, held at Woodward Middle School on DATE
- Participation in Groundwater Management Plan development subcommittee with members of the Utility Advisory Committee and Environmental Technical Advisory Committee.
- Recruitment and onboarding of new members.

2024 Workplan Priorities (please format to describe your work and includes how this work aligns with Council requests and/or policy priorities.)

- Energy Transitions Initiative Partnership Project (ETIPP) – continue participation started in 2023 by review of final report and suggestion and support of next steps.
- Community Heat Pump Installation Program – this pilot program addresses priorities related to reduction of greenhouse gas emissions stated by Council in the Climate Action Plan; with an emphasis on equity and income-qualification in the application process it also supports values of equity and inclusion.
- Comprehensive Plan and Winslow Subarea Plan Support – Review and provide Committee feedback on draft plans, as requested by the Council and staff.
- Electric Vehicle (EV) Chargers – Assist with gathering data, providing input on program development, and encouraging community participation.
- Greenhouse Gas Emissions Update – Respond to staff requests as needed to gather data; review draft inventory and public-facing educational materials.

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 FOCUS AREA	2025 CITY STAFF WORK PLAN ITEM	POTENTIAL CCAC ASSISTANCE
Other	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
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
Energy	Implement community heat pump installation pilot program (educate community about heat pump options and provide direct information and financial incentives)	Participate in evaluation of proposals/development of phase one of program
Energy/Fuels	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
Community Outreach	Coordinate with community partners to host at least one "expo" (such as the planned electrification expo/conference with Climate Action Bainbridge)	Coordinate with lead for expo (such as Climate Action Bainbridge) to support, staff and promote event(s)
Other	Respond to City Council requests as needed	Respond to City Council requests as needed
Transportation	Several potential projects are in discussion with staff now that may be applicable, including: <ul style="list-style-type: none"> E-bike voucher program Bike corral program 	Assist with gathering data for programs, providing input on program development, helping with community outreach, etc.
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
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
Energy	Review ETIPP technical assistance reports and identify/implement next steps	Help convene/encourage attendance at multi-partner gathering to discuss next steps