

Juneau Commission on Sustainability (JCOS)

Annual Retreat

Saturday January 26, 2013 9 am

Assembly Chambers

---DRAFT MINUTES--

Commission Members Present: Kate Troll, Duff Mitchell, Lisa Weissler, Steve Behnke, Kate Bevegni, Bob Deering, Jenni Lefing, Ben Haight, Jerry Nankervis; CBJ Assembly Member

Public: Joe Lassiter

Others Present: Staff Liaison Beth McKibben

I. CALL TO ORDER

Kate Troll called the meeting to order at 9:03 am

II. AGENDA CHANGES: None

III. PUBLIC PARTICIATION: None

IV. INFORMATION ITEMS

A. Committees

- **Outreach:** Lisa, Jenni and Kate Bevegni met with CBJ webmaster Friday January 25. A recap of the meeting was provided:
 - The website will be able to be updated once a month with items. However, changing the structure of the website will take more work.
 - The website will be developed by the webmaster, JCOS will review it, and then it will be presented to CBJ
 - The purpose of the website is to highlight achievements that are happening in the community, and be a resource bank.
 - We will be able to find out statistics on who goes to the website, what sections they access, etc.
 - The website will have the CBJ logo on it and will be streamlined as much as possible to look like a CBJ site. It will be listed on the current Boards and Commission page, and will be under Links (it will say sustainability) on the CBJ homepage to have a better presence
 - It was suggested that JCOS think about having a RSS feed on the website, as well as a Twitter account. If this happened, all will be linked to the Facebook page.
 - Photos on the website: for all photos that are put on the site, we will need to ask photographers if they want credit on the photo and how. If the credit can be underneath the photo, that can be done by CBJ. But,

if they want the credit on top of the photo, the photographer will have to do it.

- It was noted that the website was a recommendation of the JCAP. CBJ had no resources to make this happen, so JCOS did.
- It was suggested that we link the sustainability website to CBJ departments (such as recycling, solid waste) and link those pages to the sustainability page— so all the areas of CBJ that the JCOS page fits in.
- Facebook update: There are currently 32 Facebook likes, which means a regular analysis gets sent out on the usage of the page
- **Climate Action Plan:** Up to 6 months ago, there was an active JCOS sub-committee that provided feedback for the development of JCAP. The committee worked on different aspects of the plan. Its time to revisit what committee structure makes sense for this year.

B. **Focus for 2013.** JCOS members submitted ideas to focus on in 2013. All ideas were presented for discussion, after which JCOS identified priorities to focus on this year.

1. Kate Bevegni: GETTING BUY IN FROM TOP MANAGEMENT IN CBJ TO HELP INTEGRATE SUSTAINABILITY INTO DECISION MAKING AND NEW CONTRACTS:

For any environmental policy/environmental action plan to be effective there must be buy in and real endorsement from top management in an organization. It must be a top down process to be able to get the financial and organizational implementation required to be effective. There is only so much you can do from the bottom up.

I would like to discuss how we achieve more buy in from top management at CBJ to create a system to implement existing policy commitments from the CAP with key personnel. I would like to discuss how we could make progress on the CAP actions, recording, measuring and reporting on them.

- Kate B. explained the need to get all level buy in. She noted that there is buy-in but follow-up is not there.
- It was noted that Kate's suggestion is an overarching concern, no matter what our priorities are.
- Steve noted the need to have CBJ staff be part of this process, and noted that the assembly put money into developing a plan [JCAP] that includes— all sorts of recommendations to reach goals. But, CBJ has taken [only] one action – reduce idling by CBJ employees. There is a whole list of specific recommendations but not a whole lot happening. JCOS has taken some actions.

- It was noted that “don’t think there was a process for real buy in from this in the beginning.”
- Duff stated that he sees this as a function of the Green Team. Beth noted that Green Team also has no funding, and right now the group is focusing on “road show.” – presentations to all the city departments so know they exist, and they are going to work on preferred purchasing list.
- Kate noted that in order for us [JCOS] to be effective, we need to be more plugged into the policy and decision making of the city and want to be plugged in in a positive way. For example- decision that assembly just made about water resources-JCOS never discussed it. Know one reached out to us.
- There is a disconnect between JCOS and CBJ.
- Jerry stated that he’s not sure how to fit [JCOS] in, as every commission gets something on the issues- if want to get things into the management- get time into the Committee as a Whole – and bring something specific. This is when we have committees coming in, etc.
- Beth noted that sometimes people think that going to commission is extra work.
- Steve: There have been times in the past when this body has tried to react to proposals but we’re not structured to deal with everything that deals with sustainability. Its better if we can be proactive. In the past have talked about how we can interact with assembly- but whatever we deal with has to be specific and concrete, and think we should be doing more with the city management
- Duff: We already have a function between manager and commission but not the green team. Recommendation: have a committee with this imitative – analysis of the situation think its prudent for us to interject when its necessary – suggest to the proactive approach.
- It was noted that we are not sure if the assembly recognizes us as resources. Is there something we can do to market ourselves better for this?
- We want to tell CBJ to remember to use us as a resource!

- Ben: Lot of times projects at assembly are based on numbers how many gallons of water used this year, and make rapid decisions on what this is. He suggested that we use the CIP list to look at
- Kate: Takeaway: We all feel that we need to find ways to be more effective, Green Team is an immediate way to do this, we want to be proactive and not launch into a reactive mode (don't want to create review step that's not necessary), but big issues that affect Juneau, such as water, Capital Improvement Project, we would like a role somewhere.

Ideas on How to Address this Issue:

- When we present the webpage- talk about who we are, and the knowledge and skills that we bring.
- Future Agendas: Have a standing item on being effective and proactive, and assembly outreach.
- Invite Directors to Come and Update Commission on Issues.
- Ask the Assembly to clarify the role of the commission, and ask what they want us to do.
- Jerry noted that none of this other stuff [ideas] matters if you're not heard. He suggested:
 - JCOS members take turns going to CBJ meetings, especially Committee as a Whole and then share with the rest of JCOS. This would give JCOS a visible presence.
 - Get the Managers Meeting minutes.
 - Remember that JCOS is not a PAC, its an advisory group needs to be non-partisan. If it costs more money- it won't happen. We should be focusing on ideas that will save the city money. The assembly doesn't look at commissions as problem solvers but as information givers that we don't have time to get information on.

2. Kate Bevegni: INCREASED PUBLIC OUTREACH & EDUCATION & Jenni: OUTREACH TO JUNEAU RESIDENTS.

Jenni noted that if we are to act as a liaison between the public and CBJ on sustainability, we should be getting input from the public, which is not currently happening. One suggestion to get input is through a survey, to gather input, to make sure we are addressing topics that interests Juneau residents before we spend time and energy.

3. **Kate Bevegni: REDUCING FOSSIL FUEL EMISSIONS FROM TRANSPORT:**

One of the easiest wins I can see for reducing Juneau's fossil fuel emissions would be to reduce the miles driven without decreasing convenience. Watching the line of cars commuting daily from the Valley to down town (and vice versa) it seems unnecessary in a small city with such few destinations.

A car sharing or other scheme for State employees/CBJ/Federal employees and others could make a huge reduction in commuting emissions. It would be interesting to investigate what other towns/major employers have done to reduce commuting emissions and whether CBJ would be interested in this idea.

Currently CBJ is requesting proposals from qualified consultants to provide a five year Comprehensive Operations Analysis/Transit Development Plan (COA/TDP), including a Transit Improvement Plan (TIP). Bids are due by 2nd Feb 2013.

The main purpose of the work is to determine through the process of a COA whether Capital Transit is using its current resources as efficiently and effectively as possible. The study is looking at existing CBJ public transport services, how they can improve (with a max. 15% budget increase) and a phased improvement plan for varying levels of service which can be implemented as funding becomes available.

It may be worth discussing with CBJ transit at this point how any car sharing or other type of scheme might be viewed and their long-term goals for public transport in Juneau.

- Beth has asked for JCOS to be involved in the transit plan effort in some way.
- It was asked-how can we have city take into effect JCAP action steps when talking about new plan?

4. **Kate Bevegni: WASTE** Below is a summary of Kate's idea:

CBJ is currently tendering for a fixed facility and services for CBJ's municipal solid waste programs. Bids are due in by 13th Feb 2013. The new contract will run until June 30 2023 so it is important that it is right.

CBJ is getting bids on a Source Separated Recycling program (to replace the shed currently at the dump where householders/businesses can take their recycling) and the Household Hazardous Waste program.

It would be useful if we could get better communications with the Solid Waste Management personnel at CBJ and get a progress update. I suggest we discuss how the JCOS keeps informed on the current bid and selection process to support and promote the most sustainable outcome for the community.

- Kate B. attended the pre-proposal meeting, and found they are looking for new contractors for next 10 years.
- Jenni pointed out p.51-54 of JCAP that lists action steps for sustainability in waste management. The role of JCOS could be that we make comments to CBJ in regards to sustainability- making sure that it's in line with JCAP action steps that are listed.
- Bob: Too bad that action steps weren't taken into account when RFP was created- not just for waste- but other RFP's as well.
- Jim Penor, CBJ, will be talking about Solid Waste at the Feb JCOS meeting, and we can talk about these issues with him then.

5. Jenni: HOW IS CBJ USING THE JUNEAU CLIMATE ACTION PLAN

This idea stemmed from a conversation with the Community Development Director, as there are gaps in the awareness of JCAP. JCOS has talked about the need to look at JCAP for direction on how to move forward. Therefore, a first step is to assess what CBJ's knowledge of the Juneau Climate Action Plan is, their interest in it, and how it pertains to their work. We know that CBJ staff were involved with the plan- but how is CBJ using it currently?

How to get feedback from CBJ Staff:

- Set up times for directors to come to JCOS meetings.
- Internal survey possibly through Survey Monkey.
- One on One interviews
- It was noted that permission is needed from CBJ to do this.

6. Duff: ENERGY PLAN: as described in JCAP:

Develop an Energy Plan for Juneau. This plan would identify and evaluate the technical and economic feasibility of renewable energy sources (including hydroelectric, biomass, solar, tidal, and wind) that will be available to meet the community's future need. The Energy Plan will need to be flexible enough to respond to changing conditions and will need to examine the full range of renewable energy options and the relative costs. Completion of an Energy Plan would require input from other levels of government and the private sector.

- Duff noted that the development of an energy plan for Juneau could provide options for Willoughby District.
- Steve pointed out that this is one of the top actions of JCAP. But, it's a big project. CJB paid a consultant for JCAP. Can we find a funding source for the Energy plan?
- Kate: Amy Skilbred came to one of our meetings and talked about why having an energy plan is needed. JCOS asked Darrell for AEL&P's response on this, as they are our major energy provider. Feedback was AEL&P would be happy to work on it.

- Kate: This is a huge project. Perhaps we [should] bring this up at committee of whole- and gauge assembly's interest, to see if they are into it.
- Duff: Money wise- our budget is 0 for this, there are communities all over the state asking money from the legislature for money for energy plans.
- Ben: Process is pretty involved. Lot of work in just the solid waste RFP, perhaps we can be more involved with the pre-plan- in order to solicit a consultant to do an energy plan. And if you can't get funding down the road, then we have something.
- Bob: noted that other areas such as Sitka- have an energy plan. They partnered with Sitka Conservation Society to develop it. It may be worthwhile to look at Sitka's plan.
- Kate suggested Reap as a partner
- Bob mentioned the District Heating for Willoughby District Energy System project. Willoughby District central heating system could extend from JDHS/pool to downtown, A&P, SOB, courthouse, to capitol building.

7. Bob: UPDATE the CBJ STUDY- CLIMATE CHANGE: PREDICTED IMPACTS ON JUNEAU.

A study took place in 2007 to look at the impacts of climate change in Juneau. A recommendation is that the study be refreshed to reflect the latest information on climate change in Juneau and Southeast Alaska.

- Bob suggested that we try to promote this to the assembly, and noted that originally, the mayor appointed staff to do the first plan, so perhaps the original group can be reconvened.

8. Bob: RECYCLING PROGRAM EFFECTIVENESS

Now that Juneau has a curbside recycling program in place, how is it working? And, are there areas that the recycling program is failing to address?

- Look at effectiveness of curbside recycling- that got rolled out this year. Haven't heard much about it since it was rolled out. Ask Jim at CBJ about the contract. Who is recycling? What can we do to take us to the next level?

All ideas discussed above were placed in this outline:

I. Outreach/Effectiveness

- Assembly
- Public Education & Feedback
- Website

II. CAP Implementation

- Energy Plan
 - Willoughby District Plan
- Transportation- transit plan review- CAR sharing
- Internal CBJ Survey (also outreach)

III. Recycling & Waste Reduction

- Free cycle
- Recycling Facility Contract
- Solid Waste Strategy Implementation
- Curbside Recycling Effectiveness

IV. Climate Change

- Update 2009 Report

The group discussed how to decide on priorities from these ideas for this year:

Each member listed two areas for JCOS to focus on this year:

Kate Troll: Energy Plan, Effectiveness/Solid Waste

Jerry: Solid Waste, Energy Plan

Duff: Solid Waste, Energy Plan

Lisa: Energy Plan and Solid Waste

Bob: Willoughby District Plan, Updating Plan, and Outreach Effectiveness

Kate B: Outreach/Effectiveness, Energy Plan and Solid Waste

Ben: Solid Waste (for the short-term) and Energy Plan (long-term)

Steve: Agree-but think need a concrete thing- like CIP stuff and thinking about which upcoming budget items relate to these elements. Solid Waste

Jenni: outreach /effectiveness (especially internal survey), Solid Waste (immediate issue in JNU) and Energy Plan.

Members volunteered to serve on one ore more committees:

1. Outreach Committee: Kate T., Jenni , Lisa, Kate B, Jenni
(make sure the work that is going on with both committees- gets out)
2. Energy Committee: Kate T., Duff, Bob, Ben, Steve, Darrell
3. Solid Waste: Kate B., Steve, Amy

Through all of this, there will be an overarching plan for JCOS to be more effective

C. Annual Report: due June 2013. Last year Steve and Eva did it. Lisa and Jenni take the lead this year. The report is for January to December 2012. It's presented to the Human Resources Committee.

D. Future CBJ Meetings:

- o February:
 - o Jim Penor is coming to talk about Solid Waste- we should put together a list of questions for him.
 - o Election of officers- Chair, Vice Chair, Secretary, Liaison to Green Team
 - o Summer meeting plan.
- o March: Greg Smith- CBJ building maintenance upgrades.

E. Attendance:

- o Attendance sheet from 2012 was handed out. It was reminded that a vacancy is created when a member misses more than 40 percent of the board meetings in a 12-month period (equates to 4.8 or 5 meetings), or physical unable to attend meetings for more than 90 days.
- o Kate B- said that she will be gone at least a couple of months overseas for family, but can call into meetings and be considered present. She has spoken to the city clerk about it.
- o Attendance doesn't seem to be a problem. This commission is the only one that the assembly member counts for a quorum. If you have questions – corrections- tell Beth.
- o This year (2012) no quorum in August.

F. ADJOURNMENT: 12:14 pm