



Jefferson County/City of Port Townsend  
**Climate Action Committee**



**Draft Minutes**

July 30, 2008

3:30-5:30

Pope Marine Building, 100 Madison Street, Port Townsend

**Members Present:** Kees Kolff, Chair; Mark Welch, Vice-Chair; John Austin, Taylor Beard (alt.), Josh Bryant, Jim Fritz, Kristin Marshall, Barbara Nightingale, Tom Opstad, Denise Pranger, Pete Raab, Dave Turissini, Scott Walker, Stanley Willard

**Staff:** Karen Barrows, Judy Surber

**Guests:** Thomas Loehr, Joanna Loehr

**Scribe:** Karen Barrows

<b>Topic</b>	<b>Recommendation/Action</b>	<b>Follow-up (if needed)</b>
Call to Order Approval of Minutes and Agenda	3:35 p.m. Approved by consensus	
Introduction	Chair Kolff introduced the updated agenda.	
Inventory Adoption	There was discussion about using a consensus basis to adopt the baseline Carbon Emissions Inventory. Chair Kolff asked if there were any unresolved concerns with respect to the document. Hearing none, <b>consensus was reached on recommending adoption of the Inventory by the BoCC and City Council</b> , following a joint workshop and possible joint meeting which, it is anticipated, will be held in November 2008.	
Back-Cast and Forecast Adoption	Stan Willard explained the dates and other entries on the form proposed as a tool for back- and forecasting emissions. There were a number of questions from committee members, such as what dates to include as interim target years. There was also conversation about apparent inconsistencies in terminology between the ICLEI Guidebook, Stan’s form, and parts of the Inventory. Specific terminology that required clarification included the words, “sector,” “sub-sector,” and “category.” Members, with Inventory principal author Joanna Loehr, agreed on tactics to make the documents	Joanna will remove last two sentences of the second paragraph on page 8 of the Inventory, and after the word “attributable,” will add the four sectors specified in Judy Surber’s draft framework for the Work Plan.

	consistent.	
Break	4:30 p.m.	
Resume meeting	4:36 p.m.	
Work plan formation - Discussion	<p>Barbara Nightingale reported that most governments she researched have an action plan but no work plan. She said most establish interim targets, look at different sectors of the community, and then develop a Work Plan that reflects accordingly the specifics of that community. She described meeting with Judy, and how they worked first on mission and principles, and then on how to make assessments, deciding which sectors to include. She mentioned the idea of the CAC breaking into sub-groups during its regular monthly meetings, perhaps bringing laptops, and working in such a manner that members of the public can also be sitting at the table. She explained the idea of providing the work groups with worksheets, and how priorities and barriers would be listed, for later reference by the decision-makers.</p> <p>Judy spoke next to describe how she had designed the template for the Work Plan: she had used the ICLEI manual and work plan ideas submitted by Chair Kolff and County staff Karen Barrows; also the Washington State framework had been helpful. She also used Milestone 3 from the ICLEI Guidebook, and suggested that members might also find the US Mayors Handbook to be helpful as well. She thought as she designed the framework what she would want to see if she was a decision-maker. In her presentation she proceeded through the work plan handout page by page so members could see exactly what she had done, and could ask questions.</p>	
Work Plan Timeline	<p>Chair Kolff reviewed the timeline for completion of certain goals. The CAC should finalize the Work Plan by October 2008 in order to be able to send it to the BoCC and City Council in time for a joint meeting in November 2008, so that they may adopt the document by late November (after making any suggestions or changes, of course). Mark Welch suggested that the first joint meeting should probably be a workshop, so the joint bodies can</p>	<p>Judy, Karen, and Mark Welch plan to meet to discuss the education component of the Work Plan.</p> <p>Judy was applauded for her work; after receiving CAC feedback, she will</p>

	<p>consider potentially “actionable” items. He went on to say that there is a need for urgent action when it comes to public education about the subject of climate change, a program which will have the dual benefits of creating interest and generating momentum for change. Chair Kolff suggested that Mark draft a paragraph about education to be inserted in the Work Plan.</p> <p>As the conversation on the Work Plan ended, John Austin thanked Judy for her “wonderful work product.”</p>	<p>work on finalizing the draft she presented.</p>
<p>Public Comment 5:17 p.m.</p>	<p>Comments were taken from Thomas Loehr, who said he is impressed with the progress demonstrated in the Work Plan. Joanna Loehr spoke next, referring to the Work Plan, and encouraging the CAC to “keep it loose” in terms of presentation, so that there is room for flexibility. She also mentioned that she would leave on the back table several handouts about a Port Gamble environmental event the following weekend.</p>	
<p>Final comments by the CAC</p>	<p>Jim Fritz mentioned that “we’re ten years behind other countries from Europe,” citing in particular Norway, whose plan is to become 100% energy-independent and carbon-free by 2030. He suggested that the CAC contact the Norwegian embassy to get information from officials about their plans and progress. Denise Pranger mentioned her King County associates who may be able to come to Jefferson County CAC meetings as sources of expertise. Tom Opstad suggested that CAC members send via email to staff their sectors of preference in time for the next meeting in August.</p> <p>There was more conversation about the Work Plan sectors: Joanna Loehr mentioned that the Water and Sewer category is not present in the Inventory, whereas Transportation and Stationary sources are well-represented. Joanna said perhaps Water and Sewer should be included with Solid Waste. The Transportation sector could contain the “New Development- Compact/Livable Neighborhoods” designation. Denise Pranger pointed out that at the</p>	<p>CAC members were asked to select a sector on which to focus their efforts, and to communicate that to Karen before the next meeting (Karen mentioned that she is leaving town after August 13<sup>th</sup>, and that after that date, members should communicate directly to Judy).</p>

	<p>state level, the forest conversion issue is significant. The idea was broached to have a land use sector, while acknowledging the overlap between these sectors.</p> <p>Chair Kolff mentioned that the resolution creating the CAC contained a contradiction which made it impossible for a simple majority of CAC members to constitute a quorum, not what the BoCC and City Council intended.</p>	
Next Steps – Agenda Planning	The next meeting is scheduled for Wednesday, August 27, 2008, same time and location.	
Adjourn	A motion was made and seconded to adjourn; Chairman Kolff adjourned the meeting after consensus. 5:30 p.m.	