



## CITY OF TACOMA SUSTAINABLE TACOMA COMMISSION MEETING NOTES

**Date:** February 10, 2015

**Commission Members Present:** Ken Campbell, Sarah Chessman, Chrissy Cooley, Nick Cutting, Karen Hamilton, Felicity Devlin, Alyssa Illich, Ellen Moore, Holly Williams

**Commission Members Excused:** Phil Coughlan, Agnes Pate

**Others Present:** Council Member Anders Ibsen, Martha Lantz, Mary Rose, Kristin Lynett, Jim Parvey, Emily Campbell, Lowell Wyse, Jeanne Walter

- **Roll Call**

- **Approval of January 13, 2015, Meeting Notes**

The meeting notes for January were approved with the following change: Under the item "Education and Outreach" in the section "Discussion of 2015 Work Plan (cont'd)", "Karen's name should be replaced with Felicity's name."

- **Review of February Agenda**

The February agenda was reviewed and adopted, with the addition of a presentation by Council Member Ibsen (inserted as Item IV.). Chrissy suggested putting times on the agenda to stay on track.

- **Presentation by Council Member Ibsen**

- Council Member Ibsen spoke on the IPS Committee; discussed Tacoma IRP. City will be increasingly charged to produce more alternative energy sources, and locally-produced decentralized solar energy should be an option. He cited example of Germany's success. He is proposing the idea of making solar infrastructure investments under a zero interest loan program through TPU, to make homes more energy efficient. There is an upcoming IRP public meeting at TPU headquarters, Room G1, Wednesday, February 25<sup>th</sup>, at 2pm-5pm. Council Member Ibsen encouraged STC members to attend in order to offer input about solar energy.
- Kristi asked if Bill Gaines has been involved in the conversation; no, Mr. Gaines is interested in having the community involved in this conversation; Kristi is on the committee. Commissioners thanked Council Member Ibsen for his contribution to the meeting.

- **Approval of Commission Chairs and Rules of Procedure**

- Procedures will be revisited every year.
- Nominees were Nick Cutting for Chair and Chrissy Cooley for Vice Chair.
- STC voted in favor of a motion to adopt the new Chair, Vice Chair and rules of procedure.

- **Rules of Procedure Legal Overview—Deputy City Attorney, Martha Lantz**
  - This item was tabled until Martha Lantz would arrive.
- **Network for Business Innovation and Sustainability Presentation—NBIS Co-Director, Mary Rose (in place of Lexie Carr)**
  - Mary Rose explained that NBIS develops sustainable business leadership in the northwest. They give trainings and provide tools on sustainable business best practices and networking opportunities. They host monthly eco-hours hosted by member companies, and highlight how innovative companies profit while contributing to sustainability, globally and locally.
  - By-Product Synergy NW: Looking at waste streams of companies, diverting from landfill and keeping materials in the local resources stream. They have an online materials exchange project called Materials Innovation Exchange. STC is invited to look at that web program.
  - Ms. Rose passed around materials on Materials Innovation Exchange and encouraged STC to look into helping spread the word about the program. The Materials Roundtables Program seeks to bring people together who are in the value stream, and has looked at locally reusing and extracting value from medical blue wrap waste. They received a grant to support their programs, and are looking to expand out of Seattle into Tacoma and other areas.
  - They are planning a community synergy event on May 12<sup>th</sup> in Tacoma, looking to discover what is going on in Tacoma, to connect with groups like the STC and to ask for their support. They will be seeking sponsorship and support for this event, in both the public and private sectors. The goals are to reduce waste and to find innovate ways to reuse waste; welcomes STC members' involvement on their steering committee.
  - There was a question of how the exchange works for individuals: Individuals can source materials from this program and get e-mail alerts about materials in certain categories. Ms. Rose explained that this is both a ghg emissions saving and resources saving effort. Chrissy suggested that they be involved in the Sustainability Expo. STC thanked her for her contribution. Kristi will send her contact information to the group.
- **Rules of Procedure Legal Overview (cont'd)—Deputy City Attorney, Martha Lantz**
  - Martha Lantz gave an Open Government Training presentation to the STC, covering rules and procedures, including ethics. She gave a refresher on rules and protocols for CBCs (committees, boards and commissions). Items covered included the Washington State Open Public Meetings Act, Public Records Act and the City of Tacoma's Code of Ethics.
  - Open public meeting trainings are required by the Legislature for a number of people involved in public records, elected officials, governing bodies, etc.
  - Open Public Meetings Act – RCW 42.30: All meetings are public and all business is to be conducted publicly, except for rare cases where closed sessions are allowed. A meeting is when a quorum is present and action occurs. Chrissy had a question about a potential online quorum and what is allowed: this would create risk because there are barriers regarding public notice, publishing an agenda, and the public being able to attend. Public notice must be given; minutes must be taken, and topics must stick to the published agenda. E-mail exchanges could be considered a meeting, including quorum on e-mail, when e-mails are sent as "reply all", or "serial" e-mails. Involving staff liaison in communications helps avoid the issue of inadvertently having a public meeting. Telephone meetings are acceptable as long as public notice is given and public are allowed to participate via conference call.
  - Public Records Act – RCW 42.56: Creates a duty of the Commission and members to maintain records, which can be paper, electronic, audio, photos, social media, etc. Public can request records for review and copying. Records have various retention periods. Informational and secondary record copies can be discarded. The maker of a records request must receive response within five days; everyone that has records must then do a timely search, including on personal devices. If volunteers receive what they think might be a request, they should pass that on to staff or others quickly. A tip for volunteers: keep records in a separate place for ease of searching. Any violation of this act goes against the City - up to hundreds of thousands of dollars. Violations could lead to a court ordering review of volunteers' personal devices. Best

practices: keep records segregated to one place. Subcommittee meeting minutes should be written up and given to Kristi, as a best practice.

- Code of Ethics, City of Tacoma, TMC 1.46: To avoid behavior that is, or is perceived as, a conflict of interest for people gaining influence or personal gain. Includes disclosure of confidential information, acceptance of gifts, financial conflicts of interests, etc. Violations and complaints are reviewed by Board of Ethics. There is a possible investigation/hearing, and finally the Board of Ethics gives an Order and can recommend sanctions, such as removal from the Commission.

- **Sustainability Expo Update and Assignments**

- This item was tabled until the end of the meeting.

- **Subcommittee Report-Outs**

- Active subcommittees include Education and Outreach, Reusable Bags and Electric Vehicles. Kristi asked for a report-out from the reusable bag subcommittee regarding meeting with Council.
- Reusable Bags—Ken
  - Felicity, Ken and Jim Parvey were present at meetings with Council Members Ibsen, Boe, Walker and Mello. Essentially, everyone is in favor of plastic bag regulation, though it likely will be rolled into the Materials Management Plan. Council Member Walker was very in favor; Council Member Boe said the votes were there for Council to pass it. The ban seems popular but it is not being done now.
  - Council Member Walker's interest in getting this moving before she leaves Council might move up the deadline.
  - Council Members Walker and Boe talked about wanting to see something done about plastic bottles.
  - Kristi said that Jim related to her that staff can gear up to move through the bag ordinance workplan more quickly in the spring. Plastic makes up about 10% of the waste stream and plastic bags are part of this.
  - Nick brought up the recent public outcry over the *TNT's* plastic bag dispersal, asking if the plastic bag ordinance might address this; the group noted that it would not.
  - There was a question as to why progress has been so slow. Reasons included limited staff capacity, limited space in OEPS, lack of funding and hotter topics on the table in Council. Some members expressed frustration on the slow pace of this issue, and raised questions about whether or not this is really a political issue vs. an issue of staff resources. Kristi highlighted that STC members will have opportunities to be involved; Chrissy noted that she is willing to give her time.
- Education and Outreach—Felicity
  - There will be a meeting next week and she expects to have a report at the next STC meeting.
- Electric Vehicles (EVs)—Chrissy
  - Pierce County Sustainability Director, Ryan Dicks, relayed to Chrissy that almost all 2010 sustainability goals have been met, aside from EVs. He mentioned that EVs will likely be a sustainability priority and the upcoming Vision2Action Symposium may play a part in this. He is willing to come to an STC meeting. Chrissy sent out deliverables to STC and asks for a vote next meeting for the STC's support of the deliverables.
  - Kristi said that the Master Builders Association asked for someone from the City to speak to them about EVs regarding barriers and opportunities. Kristi will present Chrissy's document on EV deliverables. Kristi said bills are being considered at the state level about incentivizing EV infrastructure for private development; she mentioned a weekly email list on EVs.

- **Public Comment**

- Jeanne Walter commented about plastic bags on the streets. In Sumner, the ads are incorporated/wrapped into their newspaper, while Tacoma separates them, wrapping them in

plastic. She suggested that perhaps the target for the *TNT* plastic bags issue should be the advertising agency instead of the newspaper. Ken commented: there are various options for placement of the ads, including wrapping them in the newspapers, direct mail and plastic bags. The businesses listed in the ads don't necessarily know they are included in the ads wrapped in plastic bags.

- **Objectives for Next Meeting**

- It was noted that Kristi will be absent, but Jim will be present.
- Chrissy will give a 10-minute presentation on bottled water bans.

- **Sustainability Expo Update and Assignments (cont'd)**

- Commissioners were needed to staff the Expo booth. Several people signed up to fill gaps in the schedule. Absent members will be assigned.
- Commissioners were also needed to distribute posters. Several people signed up, and absent members will be assigned. Posters should be posted by the end of this weekend, if possible.
- Vendor registration is up from last year (currently 82) but we could accommodate a few more.
- There was discussion about hosting a petition at the Expo to show support for the plastic bag ban. The Expo is a good outreach opportunity. Surfrider Foundation will host the petition at its table.

- **Ongoing Legislation**

TPU representatives reported briefly on ongoing legislation in the state Legislature. Numerous bills related to energy, emissions (particularly the governor's carbon cap-and-trade proposal), building codes and water are being debated. One legislative item regards solar loan programs, which will address Council Member Ibsen's proposal from earlier in the meeting.

- **Adjournment**

The meeting adjourned at 5:30 pm.

The next meeting of the Sustainable Tacoma Commission will be Tuesday, March 10, 2015, 3:30 to 5:30 p.m., Tacoma Municipal Building, 747 Market Street, 9<sup>th</sup> Floor Visibility Center.