



CITY OF TACOMA SUSTAINABLE TACOMA COMMISSION MEETING NOTES

Date: May 10, 2016

Commission Members Present: Chrissy Cooley, Philip Coughlan, Alyssa Illich, Lowell Wyse, Agnes Pate, Alison Bauer, Josh Jorgensen, Lexi Brewer, Sarah Cheesman

Commission Members Excused: Nick Cutting, Peter Hickman

Others Present: Kristin Lynett, Emily Watts, Felicity Devlin, Jeanne Walter, Jim Parvey, Jetta Antonakos, Cassandra Moore, Jon Halvorson, Ron Stuart, Lisa Rennie

▪ **Roll Call**

The meeting was called to order at 3:45 pm

▪ **Approval of March 8, 2016 Meeting Notes**

The April meeting notes were approved with the following changes:

- The April notes mentioned that the Outreach Subcommittee would bring a list of outreach opportunities, but it should also be included that they would be bringing a list of questions to address in creating this list. This was also brought up during a previous STC meeting last year around September, but attention shifted to work on bag items and was left on following agendas.
- It was unclear whether or not Phil was supposed to have drafted a letter. During the April meeting, an outline was created and approved but no letter was actually created. Regardless, the letter is no longer needed as IPS voted to move the ordinance to Council.

▪ **Review of April Agenda**

The May agenda was approved with the following change:

- An item was added to discuss the Environmental Action Plan being added to the City's Comprehensive Plan amendments.

▪ **Environmental Action Plan**

- The Environmental Action Plan has been approved by Council.
- The City's Comprehensive Plan is amended every year and public comment for these amendments is coming to a close.
- The EAP could be recognized as implementation within the City's Comprehensive Plan which would give it more support than how it stands currently as a resolution.
- A letter should be sent to the Planning Commission before the public comment period ends.
- Vote to approve the following format for a letter:

- The STC supports the Environmental Action Plan being included in the Comprehensive Plan as an implementation tool. Staff will write this up and make minor edits to formalize.
- **Outreach Opportunities**
 - The outreach subcommittee brought three questions to the STC to discuss:
 - Who is our audience?
 - What method should we use to reach them?
 - What message matches this method?
 - These questions are meant to begin the brainstorming of different areas to conduct outreach and what the different options are.
 - STC members were asked to think about a specific audience they want to reach and the best method for trying to reach them.
 - A question was asked if the message is specifically about expressing what the STC does. Yes, but additionally it should include beyond what the Commission does. This is an opportunity to share current actions in the community like the EAP.
 - There are different values for sustainability in general. It was noted that there is value in sharing what the Commission does, but it is a smaller part the messages about sustainability.
 - Different pages were put up about the room in which an audience was identified at the top and methods for reaching them were written underneath; Excel sheet.
 - Over time this can be used as a resource list to target audiences and what message is being expressed.
 - Kristi would add an additional question to the original three:
 - What are the resources available?
 - Which resources would best fit our needs?
 - **Sustainability Grant Review Exercise**
 - Kristi and Jeanne facilitated the grant review exercise in an effort to ensure it is: 1) easy to complete; 2) includes enough information for applicants and reviewers; 3) includes adequate scoring criteria; and 3) provides clarity.
 - Members broke into small groups to review the mock applications submitted and to give feedback which included:
 - **Application feedback**
 - Because there is a minimum 10% match in fund, it might be a good idea to ask *what* those funds are that will leverage the project.
 - Someone asked if volunteer labor counts as part of the 10% in-kind match.
 - The guidelines in the scoring criteria are not totally parallel to the questions asked.
 - The guidelines could include a recommendation to contact City staff about making it a green event.
 - When the application for the grant is downloaded, it should include all of the documents needed, including possible green events.
 - The measureable results have to be in the grant period even though they can talk about long-term benefits.
 - Ask for the person's position in addition to their name, contact info, etc.
 - Number the questions.
 - Instead of stating "three areas of sustainability" it might be better to include them with a description, as this can be an educational opportunity for those applying.
 - Questions that list examples are helpful. Try to do this as much as possible with more detail.
 - **Scoring feedback**
 - It was unclear whether the red elements needed a minimum score, otherwise the applicant was disqualified.
 - It was noted that some of the categories should be broken into individual categories, such as a well-defined scope, schedule and budget which could each be worth 10 points.

- Some of the items are more pass/fail while others can be valued differently by the scorer.
 - There is nothing in the scoring sheet about long-term benefits, however, the grant is not meant to be ongoing. The purpose of long-term benefits is for the project to address long-term maintenance and stewardship.
 - Perhaps there could be a description of what a 10 point “scope” should look like and include.
 - Each item could be scored from 1 to 5 with the items being weighted differently.
 - Some projects may serve specific needs and not be very “replicable”. This category would not necessarily make or break a project but rather serve as a tie breaker.
 - It is hoped the application will be out in November so the next version of the grant can come back to the STC in June or July.
- **Preventing Wasted Food Campaign**
 - Jetta and Jon have been working on a food waste reduction campaign.
 - There have been a lot of attention around the subject in the last few years and almost half of the food produced in the U.S. is wasted. There are many grass roots movements like “Eat Ugly Food.” Often consumer over-purchase and dates on food products can confuse people.
 - Jetta explained how wasted food is different than food waste.
 - Wasted food is preventable. It was once edible food that did not get eaten in time.
 - Food waste is the largest contributor to Tacoma’s waste stream.
 - 1 out of 4 bags of food Tacomans bring home gets thrown away.
 - There are climate impacts to consider like those noted by author Jonathan Bloom which include:
 - Disposal costs and hidden costs, like loss of natural resources.
 - The Food: Too Good to Waste Challenge is where people commit to a four week activity.
 - The first two weeks, participants measure how much food they waste in a small bin.
 - The second two weeks, they do the same thing but are implementing “Smart Tips” to help with better planning.
 - Jon and Jetta have signed up around 100 people for the activity.
 - Pilot results show an average decrease in food waste of 56.25%.
 - The most common comment from participants is that they had no idea they wasted so much.
- **Staff Updates**
 - Kristi mentioned that the month of May is not only Bike Month but also Puget Sound Starts Here and Historic Preservation months as well.
 - The Tacoma Bike Swap went well and there were many vendors and hundreds of bikes bought and sold.
 - The Office of Environmental Policy and Sustainability is currently working with Public Works to fill Diane Wiatr’s position as active Transportation Coordinator now that she has left City employment.
 - There was a presentation and long discussion during a Council study session about the disposable bag ordinance. There will most likely be follow up meetings scheduled to clarify some points. The timeframe for when it will go to Council for a vote is unknown. Jim Parvey believes it will be no later than June. Chrissy noted that this is a vital time to be writing to Council members of our opinion on the ordinance.
 - Orientation for the new STC members will be scheduled soon.
 - It is good for all members to remember that if you contact Council members on behalf of the Commission, all members need to be aware of it. Please be responsible and respectful when doing so as you represent the STC.
 - Felicity and Nick were graciously thanked for their time serving on the STC.
 - Perhaps a social gathering of some kind can be arranged so that the Commission can get to know one another. (If quorum, open to the public).
 - New members will be officially appointed next Tuesday.

- **Public Comment**

Lisa Rennie noted that all of the community solar projects sold out. She thanked Kristi for putting out reminders on the EnviroNews ListServ and the support they received in getting the word out.

- **Objectives for Next Meeting**

- Revisit subcommittees.
- Sustainable economic development in the Port.
- TPU presentation on water or energy conservation or both.

- **Adjournment**

The meeting adjourned at 5:31pm.

The next meeting of the Sustainable Tacoma Commission will be Tuesday, June 14, 2016, 3:30 to 5:30 p.m., Tacoma Municipal Building, 747 Market Street, 9th Floor Visibility Center.