



CITY OF TACOMA SUSTAINABLE TACOMA COMMISSION MEETING NOTES

Date: June 14, 2016

Commission Members Present: Philip Coughlan, Alyssa Illich, Lowell Wyse, Sarah Chessman, Agnes Pate, Theda Braddock, Alison Bauer, Josh Jorgensen, Lexi Brewer

Commission Members Excused: Peter Hickman, Chrissy Cooley

Others Present: Kristin Lynett, Emily Watts, Jetta Antonakos, Martha Lance, Clara Brown

▪ **Roll Call**

The meeting was called to order at 3:32pm.

▪ **Approval of May 10, 2016 Meeting Notes**

The May meeting notes were approved with the following changes:

- Sarah was in attendance and should be added to the list of Commission members present.
- The date for the next meeting was corrected to June 14.

▪ **Review of June Agenda**

The June agenda was approved.

▪ **Outreach Opportunities**

- An Excel spreadsheet was sent out to all the members for edits and additions, but there were issues with access. However, some members were able to make edits.
- Josh added some contacts and noticed duplication where the list could potentially be condensed.
- Moving forward, work should be done on creating the content and methods for outreach.
- The group previously talked about doing outreach on what STC does, but one member noted that emphasis and effort might be better placed on what sustainability does for the community.
- Another member suggested reorganizing the way the Excel spreadsheet is laid out. A list of groups to reach out to could be created, and then cross-referenced with the list of outreach methods the City is utilizing; members can then work to fill in the gaps.
- The end goal of the outreach should also be included to help narrow the message.
- Things to cover: topics, methods, outcomes, resources, time and capacity.
- If there is a specific policy or program that a member wants to promote, the spreadsheet would provide a framework and focus for it.
- The format of the spreadsheet should be altered to include a list of appropriate topics for each group identified for outreach.
- Events and actions that are coming in the future should also be included.

- **STC Information Management**

- The STC google drive is showing some folders as empty, yet other members are able to access the documents without issue.
- The link will again be sent out to each member and a response of whether you can access it or not is needed.
- If the drive is not useful, it does not need to be maintained. It is up to the members to decide whether having the documents all in one place is valuable or not.

- **Public Records and Open Public Meeting Act Review**

- City Attorney, Martha Lance reviewed the Open Public Meeting Act (RCW 42.30) which is a law passed in 1971 that applies Citywide, including CBC's. This means that all meetings are public even if they're not called a "meeting."
 - Closed sessions are allowed for certain purposes. A quorum is allowed to gather for purely social purposes but no business can be discussed. A meeting results when there is a quorum present and an action occurs in an official business capacity. This applies to sub-committees as well as small groups, if they're taking action for the larger group. One member asked if it counts as a meeting if a smaller group meets only for discussion and research. Martha noted that it then would not necessarily count as a meeting.
 - A quorum is six people or more.
 - Requirements for each meeting include a notice to the public, a published agenda and permitting the public to attend without any conditions. Notes are to be taken and topics discussed in the meeting should include agenda items only.
 - A regular meeting is reoccurring with a published schedule. The agenda should be available 24 hours in advance of the meeting taking place.
 - A special meeting may meet outside the regular schedule, but 24 hours' notice must be given in addition to the location, time and agenda being published.
 - Something to remember is that email exchanges can be considered meetings especially when substantial discussion happens. It is better to send responses back to individuals instead of the group. Discussion can even occur when members are commenting on social media like Facebook or a blog.
 - Telephone meetings are allowed but they must still meet the requirements of giving proper notice and opportunity for the public to participate.
 - A member may participate remotely by phone, as long as it is allowed within the bylaws.
 - If one violates the open meeting laws, liability falls to the individual member(s) which includes a \$1,000 penalty, and the CBC actions become null and void.
- Martha covered the Public Records Act, which is a law passed in 1972 that applies Citywide to CBC's and the individual members of each.
 - The definition of a record is broad. It can include information and communication relating to business conduct. This involves anything owned, used or retained by a CBC or a CBC member.
 - Records can be in any format (paper, electronic, social media exchanges, etc.). Both content and context makes something a record.
 - The public has a right to access the record upon request for inspection and copying; there are exemptions but not many. A request cannot be limited or questioned about motivation or intended to be used for the information.
 - If you receive what you believe to be a request for information, forward it to Kristi immediately. The receipt of this information is time-sensitive.
 - If a request is made, the City Clerk's Office will process it and give notice to anyone that might have associated records. You would then be required to look and find any that are applicable and forward to Kristi.
 - Talk to Kristi if you want an exemption to gathering requested data. It is unlikely that an exemption would be made as most information is disclosable.
 - Penalties fall to the City for not searching and producing, or producing late any requested information.

- Failure to conduct an adequate search could cause a court-ordered search. This would involve any location where records could be kept, including personal or business locations and devices.
 - The best practice is to keep all records in designated locations.
- Records Management is a state law passed in 1957 in which the City is required to retain records of CBC's.
 - The “owner” of a record generally keeps it. This means staff has the primary responsibility over most records, although members may have some.
 - A process should be developed for transferring records to the City (as a member) like when a final version of a document is created.
 - Be aware of when you are acting as a member of the group. There is no general privacy exemption, so keep all related records in one location.
- The City's Code of Ethics is part of the Municipal Code.
 - The purpose is to avoid conflict of interest and undue influence so as to prevent the use of a City position and power for personal gain and to avoid improprieties.
 - Prohibited conduct includes the disclosure of confidential information, the use of a City position for personal benefit or gain or to the benefit of another, and the acceptance of a gift of any value.
 - A financial conflict of interest would include a situation in which a member of a CBC enters into a contract with the City.
 - If there is an ethics violation, the City CBC members are considered “covered officials” and under jurisdiction of the Board of Ethics. The complaint would be reviewed and subject to a possible investigation by order of the Board of Ethics who would then make a recommendation based on their findings.
 - One member asked about potential conflicts of interest. For example, when Phil's firm was hired by the City, but all the work was transparent and he was a salaried employee with no financial gain to be had. Martha noted that things like this trigger the process of asking the right questions including transparency, financial gain, or the gain of others. Because the questions were answered satisfactorily, no further action needed to be taken.

▪ **Environmental Action Plan Overview**

- The EAP is a five-year plan with specific targets and goals that were adopted in April by Council.
- Each City department recently submitted their budget reductions and enhancement requests that include answers to supporting questions. One of those questions is whether or not it pertains to the EAP. The OEPS submitted about a dozen requests that were applicable to the EAP. Some requests had nothing to do with the EAP but Kristi noted that she was happy the question was included. There was also a question regarding how the requests or reductions will impact equity initiatives. One member noted they were glad this question was included since much of what the OEPS office does applies to equity.
- Jim Parvey will meet with the City Manager in about a month to discuss the OEPS requests.
- Now is the opportunity for the public to see what is being requested, then again when it goes to Council.
- Kristi previously asked the group to identify any questions they had about the EAP; what three initiatives they liked best, which three they didn't understand and which they thought were most impactful.
- One member noted that since it will be discussed at the next meeting, it would be helpful to send the cost of each action item. The group could then do an exercise, where they are given “X” budget and have to prioritize different items. This includes putting together different packages based on different budgets.
- Another member asked if the tree canopy target is still pending. Kristi stated that the office is still trying to get a closer look at specific neighborhoods but haven't yet been able to do this analysis. Urban Forestry is only just recently part of OEPS. There are many budget enhancement requests for Urban Forestry to do things like tree inventory and maintenance, as well as creating an Urban Forestry Management Plan.

- If STC wants to send a letter of support for EAP action items, one would need to be sent before budget items go to Council in the fall. A letter can be drafted at the next meeting in July.
- One member remarked they were happy that mainstream climate adaptation was included in C1-C5. It could be an item added to the outreach resource list. Kristi mentioned that OEPS is requesting \$40K for additional climate risk studies so that equity as well as impact to utilities, the built and the natural environment is shown. One member noted that climate risk could even be incorporated into asset management in assessing how to manage and replace infrastructure.
- After multiple members asked about budget requests, Kristi stated that she can try and put together a summary of budget enhancements for each EAP category. She also noted that other requests included \$120K for the wood stove change out program, \$15K for electric vehicle outreach and education, and at least one full-time employee. One member observed that the requests for Urban Forestry seem to dwarf the others; this is due to the fact that many of the Urban Forestry programs are needed for liability reasons.

▪ **Staff Updates**

- The Bring-Your-Own-Bag Ordinance will be going to Council next week. Councilmember Lonergan proposed an amendment that would make it fairly different than the original. It would not be a ban, but rather a \$.05 fee on both paper and plastic. All or part of the fee collected would go to the City, including Solid Waste as part of a prevention fund.
- It is unknown if the edited ordinance would affect all retail.
- The edited ordinance would see the fee automatically raised to \$.10 in two to three years.
- Kristi noted that she had not yet seen a new draft of the ordinance; it is being postponed and will not be taken to Council until the July 28.

▪ **Public Comment**

There was no public comment.

▪ **Objectives for Next Meeting**

- Environmental Action Plan review.
- Update on Materials Management Plan.
- Tacoma Water presentation.
- LID design standards presentation.
- Urban Forestry presentation.
- Mall subarea plan update
- Sustainable economic development:
 - Who works toward the goal of sustainable economic development on behalf of the City?
 - What are their primary initiatives?
 - Is there a sustainable business initiative?

There are opportunities to explore this by visiting IPS and the Economic Development Subcommittee to see if others are talking about this subject and find opportunities to bring it up.

▪ **Adjournment**

The meeting adjourned at 5:36pm

The next meeting of the Sustainable Tacoma Commission will be Tuesday, July 12, 2016, 3:30 to 5:30 p.m., Tacoma Municipal Building, 747 Market Street, 9th Floor Visibility Center.