

MINUTES FOR THE CLIMATE POLICY COMMISSION

Thursday, August 13, 2020

Held Electronically

1. Call to Order (0:00)

Vice Chair Rick Barth called the meeting to order at 4:05 p.m. Commissioners Julian Bell, Zander Huston, Bob Kaplan, Ray Mallette, Gary Shaff, Les Stone, and Jeff Wyatt were present. Staff liaison Stu Green was also present. Commissioner Chris Brown and Council liaison Tonya Graham were absent.

2. Consent Agenda (0:14)

Barth asked for comments on or approval of the consent agenda. Shaff suggested that the Letter to Downtown Revitalization Citizens' Advisory Committee (CAC) not be approved since that committee is not currently meeting. Since more discussion was wanted, Barth moved this item off the consent agenda.

2.1. February 13, 2020 Minutes

2.2. Process for Requesting Agenda Items for Other Advisory Bodies

2.3. Letter to Downtown Revitalization CAC

Bell/Stone moved/seconded to approve the consent agenda with the removal of the letter to the Revitalization Committee. Further discussion: none. All ayes. Motion passed unanimously.

3. Announcements (6:27)

3.1. Next Meeting: September 10, 2020

3.2. Commission Membership Changes & Open Student Position (6:33)

Barth welcomed both Kaplan and Wyatt to the Commission. He also announced that there is still a vacant position for a University student. Green stated that Caden Gallagher who was viewing the meeting was interested in the open student position.

3.3. Chair and Vice-Chair Election Next Meeting (7:40)

Barth announced that this would be on the next meeting's agenda and asked the Commissioner's to consider it for next time.

3.4. Staff Update (8:34)

3.4.1. Subcommittee Requirements (9:00)

Green announced that because of Public Meeting Law and staff capacity the Subcommittees are no longer able to meet. He suggested that individual assignments be made and brought back to the regular Commission meetings for review and approval. Kaplan asked if an online document could be utilized to amongst the current Subcommittees to continue collaboration between the Subcommittee members. Barth stated that he had mentioned this idea to Administration and Legal, but has not received a response. Staff stated that they would follow up with both departments on this. Barth stated that projects the Subcommittees were working on will stay to help outline individual projects and it would be helpful to have a tracking sheet for each.

3.4.2. USDA Energy Retrofit Loan (17:40)

Green announced that the City was awarded (pending Council acceptance) a \$50,000 grant from the Bonneville Environmental Foundation (BEF) to increase access to electric vehicles (EV) including e-bikes. Green also sent a letter of interest to the United States Department of Agriculture (USDA) regarding the Rural Energy Savings Program (RESP). The letter outlines a

comprehensive building energy retrofit program for Ashland where residents could borrow money for retrofit projects that meet an approved set of measures and pay back the balance on their utility bill. The loan amount requested was \$10 million and staff will design the program if the loan is granted.

3.5. Other Announcements from Commissioners (19:12)

3.5.1. City Status (20:45)

Tonya Graham arrived at 4:26 p.m.

Barth allowed Graham to take over as Chair of the meeting. Graham spoke to Council actions, such as, the COVID-19 Emergency Declaration, the upcoming election, and possible strategic planning for the Fall which would look into detailing the value services in preparation for next year's budget process.

3.5.2. Water Master Plan Progress (23:30)

Graham stated that Council did pass the Water Master Plan on August 4. Graham gave thanks to Mallette and the Utility Subcommittee as their comments, approved by the Commission, were incorporated in the document. Mallette gave a brief overview the plan and stated he would like to see more details on how the Water Treatment Plant would minimize GHG emissions. Graham said Council did direct staff to work on this project with the Institute for Sustainable Infrastructures program with specific guidance to reduce emissions.

3.5.3. California All Electric Building Regulations (26:56)

Barth stated the article included in the packet was an interesting model for the Commission to consider.

3.5.4. Conservation and Climate Outreach Commission Joint Meeting (27:35)

Graham reminded the Commission that last Spring they were planning on meeting with the Conservation and Climate Outreach Commission (CCOC) about the Climate and Energy Action Plan (CEAP) update. Due to the COVID-19 pandemic restrictions and shutdowns, this was unable to happen. Now the Chairs and Vice Chairs of each Commission will meet and both Commissions will participate in an informal meet and greet in September.

3.6. Reports from Representatives of Other Commissions

No members from other Commissions were present.

4. Public Forum (29:08)

No written testimony from the public was submitted for this meeting.

5. Old Business (29:30)

Barth informed Graham that he had moved the agenda item 2.3 Letter to Downtown Revitalization CAC to the beginning of Old Business.

The Commission returned to agenda item 2.3 Letter to Downtown Revitalization CAC. Kaplan's view was to approve the letter and only send it when the Committee starts meeting again. Shaff's initial concern was if the Committee's funding and subsequent project had been cancelled. Shaff also wanted to ensure that the letter did not seem outdated since it was based on the approach of the Committee from early Spring or that the Commission would not continually monitor the project. Mallette stated that if the letter is sent now the Downtown Revitalize Committee could respond with a request for more feedback. Shaff was open to approving the letter as long as it

was continually monitored. Kaplan/Shaff moved/seconded to approve the item and send it to the Downtown Revitalization Committee with a cc to the Transportation Commission and continue to monitor the item as a Commission to update the view as things change. Further discussion: none. All ayes. Motion passed unanimously.

5.1. Decision: Recommendations to Council (36:35)

Graham stated that the recommendations to Council were included in the Meeting Preparation Memo. The question to answer is what items should be brought forward at this time to Council given the COVID-19 emergency declaration and staff and financial restraints. Four recommendations were listed in the memo:

- Direct staff to collaborate with CPC to develop a comprehensive electric and gas utility plan with planning starting November 1.

Mallette asked if this plan would be incorporated into the Comprehensive Plan. Graham stated that after meeting previously with the Electric Utility Director the document would be separate and designed to help the Electric Utility with long term planning linked to CEAP goals. The gas portion of the plan would outline goals, such as reducing gas use in the community, the Commission wants to meet. Bell asked about incorporating CEAP and the electric and gas utility plan into the Comprehensive Plan in general. Graham asked Green to consult with the Planning Division for the schedule of revising the elements of the Comprehensive Plan. Barth stated that this was not meant to be exclusive; CPC would be a part of the Comprehensive Plan updates as well as help the Electric Utility develop a master plan.

Shaff clarified that the two distinct things they are asking Council for are extending the update of CEAP and for that to be included in the Comprehensive Plan and a separate Electric and Gas Utility Master Plan. Graham asked if the current recommendation list was fine or did it need to incorporate the Comprehensive Plan updates too. Shaff stated that they should incorporate in the extension of the CEAP update request that the update should be a part of the Comprehensive Plan.

- Direct staff in collaboration with the Climate Policy and Conservation and Climate Outreach Commissions to develop an outreach and engagement campaign for CEAP.

Green announced that he was able to hire an Americorp intern to start in early September to help with outreach for CEAP. Graham stated that this point previously was to create a comprehensive website for CEAP. Due to financial resources not readily available for a website update, the Commission decided to leave this item off the recommendation list.

- Direct staff to build on existing internal climate education efforts for an annual staff training by June 30, 2021.

Specific details on who would lead and how the training would be implemented were questioned. Graham stated that those details would be determined later by staff. With concern about how the training would be implemented, Mallette asked that the term “science based” be added before climate education in the bullet point.

- Prioritize CEAP and Climate knowledge in hiring management positions.

Shaff questioned if they should leave “prioritize”. Mallette suggested using “incorporate” instead and asked if this was already being incorporated. Graham said yes but wanted to make this a

standard practice moving forward. Bell and Stone wanted “prioritize” left in. Graham suggested leaving “prioritize” in and have this item as a desired qualification.

Graham asked if anyone wanted to make a motion keeping in mind that her and Barth would have some wordsmithing to do before presenting it to Council. Bell/Kaplan moved/seconded to approve the recommendations to Council as written by Councilor Graham including edits and amendments based on the current CPC meeting. Further discussion: none. All ayes. Motion passed unanimously.

5.2. Decision: Defer updating CEAP for one year (1:03:45)

Graham stated that CEAP will be incorporated in the Comprehensive Plan as earlier suggested. Mallette asked what major changes to CEAP needs to occur. Green stated that the Commission is charged with making that decision, but he would like to see a simplified strategy, resources allocated, and including adaptation and resiliency in the plan. Green also mentioned that an up to one-year update would be preferred if CEAP is intended to be incorporated into the Comprehensive Plan as those updates plan include public engagement that typically takes 12 to 18 months to complete.

Bell suggested a shorter version of creating a two-page amendment to the plan with reference to Portland’s Climate Energy Plan and other specific updates wanted to go in the plan that could be done. Mallette wanted more discussion on what the Commission wanted to do for the update versus deciding on an amendment at this meeting. Shaff suggested focus on initiating the process and involving the Planning Division and avoiding creating a specific plan in the next six months. Graham stated the need for a formal extension since the Ordinance states an update is required in September 2020. Bell suggested a three-month extension instead of a year. Green stated that three months would not be enough time to plan and make updates as needed. Bell moved to formally request an extension for the deadline to complete a rewrite of the Climate Energy Action Plan for nine months. Due to a lack of second the motion died.

Shaff/Bell moved/seconded to request the Council to allow the Commission to endeavor to update the Climate and Energy Action Plan over the course of the next year working with the Planning Department. Further discussion: none. All ayes. Motion passed unanimously. Graham asked that the next meeting agenda include a schedule of the Comprehensive Plan elements update.

6. New Business (1:14:44)

6.1. Commission Structure and Operation

Graham reiterated the Subcommittees will not be able to meet due to staff and technology capacity. Instead projects will be identified for individuals to work on and bring back to the full Commission for review and approval.

6.2. Decision regarding focus of Commission’s work going forward (1:18:15)

Graham explained the focus areas for the next 12 to 16 months were planning processes and electrification. Green spoke to the programmatic element of electrification including EVs and building retrofits. The new focus areas include: the planning process for the Administration members, plan input by the Utility members, and electrification by the Built Environment members. Shaff wanted to emphasize emission reductions in addition to electrification as the Built Environment members had made progress on increasing biking and walking as modes of transportation. Graham stated that the goal was to put a heavier focus on electrification programs

while still being able to work on projects like the bicycle network as needed. Shaff and Bell had concern that the work done on the bicycle network expansion would not be prioritized. Graham stated that this could also fall under the planning processes section as that would also cover updates to transportation.

Mallette/Wyatt moved/seconded the CPC accepts the recommendations, the three bullets, as noted in the meeting agenda item for the work to cover the next 12 to 16 months. Further discussion: Mallette asked when the Commission would be able to discuss this in further detail and it was decided to have it on next month. All ayes. Motion passed unanimously. Graham asked for volunteers to work with Stu on a listing of electrification elements. Kaplan, Wyatt, and Stone volunteered and since Kaplan was first he was selected. Mallette also volunteered to work on the Comprehensive Plan with Green and look into funding for a future climate study.

6.3. Subcommittee Business (1:43:13)

6.3.1. Utilities

6.3.1.1. Appointment of Jeff Wyatt to the Utility Subcommittee (11:43:30)

Kaplan/Mallette moved/seconded to appoint Jeff Wyatt to the Utility Subcommittee. Further discussion: Mallette welcomed Wyatt and Wyatt said he is looking forward to working with the Commission. All ayes. Motion passed unanimously.

6.3.1.2. Approval of Electric and Gas Utility Representatives Invite and Outline (1:44:25)

Barth stated that this item was scheduled for the March meeting that was cancelled. The item would invite representatives from the Electric Utility and the Natural Gas Utility to future Commission meetings and create an outline for discussion. Kaplan/Stone moved/seconded to approve to send out that invitation and move that outline forward. Further discussion: none. All ayes. Motion passed unanimously. Green asked for clarification of when would be preferred meetings for the representatives to come. The Commission expressed that the September and October meetings would work.

6.3.1.3. Governor's Executive Order 20-04 Analysis (1:47:07)

Wyatt gave an overview of Executive Order 20-04 which directs certain State agencies to reduce emissions and mitigate the effects of climate change. He also looked into the responses from the agencies and stated the Building Codes Division and the Public Utilities Commission both gave updates on their current progress and stated they could meet these goals without specifics on how to do so. Barth wanted to continue tracking this progress at the State level and nominated Wyatt to do so. Wyatt agreed to track this progress and bring back regular updates to the Commission. Green stated he would also connect Wyatt with Zero Energy Ready Oregon a group currently lobbying the Building Code Division.

6.3.1.4. Master Planning

Since this item was discussed in 6.2. Decision regarding focus of Commission's work going forward the Commission did not discuss it here.

6.3.1.5. On Bill Energy Financing (1:55:02)

Graham asked to move this item to the next meeting, but due to time at the end of the meeting it was discussed after agenda item 6.3.3.2. Commission - Council Interaction Process.

6.3.2. Built Environment (1:55:25)

6.3.2.1. Appointment of Bob Kaplan to the Built Environment Subcommittee
Shaff/Bell moved/seconded to appoint Kaplan to the Built Environment Subcommittee. Further discussion: none. All ayes. Motion passed unanimously.

6.3.2.2. Building Decarbonization (1:56:25)

Barth mentioned the article from the Rocky Mountain Institute (RMI) attached to the agenda which would need to be tracked at the State level with some items done on the local level. Graham stated that Kaplan's assignment to bring back a list of electrification elements aligns with this item.

6.3.2.3. PV Ready Requirements (1:57:38)

Barth stated that local developer, Mark Knox, came to the February meeting and asked the Commission to push for mandating solar ready roofs. This would include requiring new construction roofs to be south facing and have sections of the roof without any obstructions that would prevent solar panels installed. Bell volunteered for this assignment.

6.3.3. Administrative/Planning (1:59:16)

6.3.3.1. Annual Report to Council

- CPC work to date
- Proposed CPC one-year work plan
- Request for quarterly CPC Council meeting
- Request for one-year delay of CEAP update
- Recommendations to Council

Graham announced the items listed above would be presented as the annual report to Council on September 1. Barth would present, but others are welcomed to join. Stone and Bell volunteered to help present. Barth suggested that Bell be chosen since he is on the Built Environment Subcommittee which Barth is not on.

6.3.3.2. Commission - Council Interaction Process (2:03:45)

Graham followed up on March Study Session on how Council wants CPC to interact with them. Barth stated that he received some changes from Bell on the PowerPoint for this discussion and will work with Bell on incorporating those changes into the presentation. Some discussion surrounded if this would be presented along with the annual report on September 1. Barth stated that there was not enough time to finish it by then although they would still request to meet with Council quarterly. This would be brought back to the full Commission when ready for approval in September or October.

Bell left at 6:14 p.m.

(2:09:25) With extra time agenda item 6.3.1.5. On Bill Energy Financing was revisited. Green stated that owning an Electric Utility allows the City to loan out money and recollect it on utility bills. Currently, there are zero interest loans available in small amounts for residents. He is hoping to get funding from the USDA to help expand this program or design a new one. Kaplan suggested Green work with the Finance Department on utilizing on bill financing for climate home improvement projects contingent on receiving USDA funding.

7. Wrap Up (2:15:05)

Huston stated he will be taking a gap year to work then attend Willamette University in Fall 2021. He also stated that there is another high school student interested in the role on the Commission, so he will be stepping down.

Malette asked about the Chair and Vice Chair continuing their roles for another year. Graham stated that her appointment was specific to one year and she will go back to her liaison role after.

Stone announced that Southern Oregon Climate Action Now (SOCAN) conducted a survey in June and July asking residents about their experiences with the pandemic, climate change and their local economy. She stated that one third of the respondents were not aware of Ashland's Climate and Energy Action Plan. Stone asked if the Commissioners were interested in receiving the survey report which will be available next week or to arrange a meeting in the future.

Graham stated that Stone should send the report to the whole Commission when available.

Graham asked for a review of the tasks assigned at the meeting. Staff will send out the list from the meeting notes the next day. Chair Tonya Graham adjourned the meeting at 6:27 p.m.

Respectfully Submitted,
Elizabeth Taylor