

**AD-HOC CLIMATE ACTION  
AND ENERGY PLAN COMMITTEE**

**Meeting Agenda**

**December 2, 2015 – 2:00 PM**

Community Development Building, Siskiyou Room  
51 Winburn Way

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**1. Call to Order**

**2. Approval of Minutes**

- October 21, 2015
- November 4, 2015

**3. Public Form**

**4. Climate Plan Kick Off Event**

- Recap/Debrief of event
- Grant Deliverables

**5. Climate & Energy Action Plan RFP**

- RFP Review/scoring committee selection, responsibilities and schedule

**6. Update on GHG Inventory project**

**7. Schedule and Agenda for Upcoming Meetings**

## Ad Hoc Committee on Climate Change and Energy Action Plan

### Scope of Work, August 19, 2015

The ad hoc Climate Change and Energy Action Plan Committee is charged with making recommendations to the City Council regarding a climate change and energy action plan intended to identify existing and potential vulnerabilities and develop an organized and prioritized set of actions to protect people and resources from the ongoing impacts of climate change. The plan shall include targets and strategies for reduction of greenhouse gas emissions in Ashland. These targets and strategies may be short- mid- or long-term, and shall consider cost, feasibility, community acceptance and likelihood of success, with an emphasis on voluntary measures that can be undertaken by different sectors of the community. The plan shall include specific, measurable actions that citizens and local institutions can undertake immediately upon adoption of the plan.

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The Committee shall, in the course of its work:

- Provide ample opportunity for public input and feedback; and
- Present its recommendations in writing so they can be easily shared with the public.

**MINUTES FOR THE CLIMATE & ENERGY ACTION PLAN ad hoc COMMITTEE**  
**Wednesday, October 21, 2015**  
**Siskiyou Room, 51 Winburn Way**

**1. Call to Order**

Chair Rich Rosenthal called the meeting to order at 2:01 p.m. in the Siskiyou Room.

Committee members Stuart Green, Greg Jones, James McGinnis, Roxanne Beigel-Coryell, and Bryan Sohl were present. Staff member Adam Hanks was present. Committee member Louise Shawkat was absent.

**2. Approval of Minutes**

**Beigel-Coryell/McGinnis m/s to approve the minutes of September 30, 2015, as presented.**  
**Voice Vote: All Ayes. Motion Passes.**

Rosenthal informed the group that at the previous night's Council meeting, the appointment of Claudia Alick to the committee was approved. The Mayor is working on appointing one additional member and some ex-officio members.

**3. Climate Plan Kick Off Event**

Rosenthal invited Marni Koopman to give an update to the group regarding the current event plans. She gave a review of the planning progress to date. She informed the group that some of the dates listed on the flyer in the packet are incorrect, but have been corrected on the final version. Koopman reviewed the events planned for the week prior and gave a run-down of the schedule for the November 15<sup>th</sup> event. She informed the group the planning group is in need of volunteers, most particularly for setting up the event and for running the kids' activity area.

McGinnis gave an overview of the plans for the information gathering process. He described some of the ways he would like to increase interactions between all event participants. He believes the most important things to ask participants is, 'what are you willing to personally do' and 'what should our community do'.

Jones expressed concerns that all the events occur in the lead-up to the kick-off event, but no events are planned for after the kick-off. It seems backward to him. Group discussed how the planning came about, and the challenges with calendar and timing. They also discussed some of the events they hope will occur throughout this action plan creation process.

Group discussed ways to encourage kids to the kick-off event, as well as how to get them involved throughout the efforts of this group.

Group asked Koopman about the event marketing plan. She informed the group what has been done thus-far. She encouraged the group to help spread the word. Also stated they are still looking for sponsors. To-date they have received lots of in-kind support, but very little in the way of financial support.

Group discussed what questions will be asked as part of the First Friday polling. Rosenthal requested that Koopman bring the exact list of proposed questions to the next committee meeting

for further discussion and approval.

Rosenthal expressed concerns regarding the wording of the announcement of the November 9<sup>th</sup> event at the Ashland School Board meeting. He requested that the word, “proposal” be changed to, “presentation,” as the Council and City have not endorsed this effort (it might be good, but it has not been vetted by the City). We don’t want people to assume this is endorsed by the City without Council approval.

Group discussed the panel members and topics covered at the November 15<sup>th</sup> event. Hanks agreed to represent the City. Additional Conservation Division staff will be manning the City’s booth. Group requested that Rosenthal participate in the event by doing a “summary” of what was discussed at the end of the event. He agreed to participate. Group discussed which member would do the 10 minute presentation regarding the action plan process. Sohl volunteered, so long as he has assistance from staff in writing the speech. Hanks agreed to assist Sohl in writing. The presentation will be an overview of how we got to this point in the action plan process and what we hope will occur during the process.

Koopman stated that one of the presenters, Dr. Denning from Ft. Collins, will be in-town on Saturday, November 14<sup>th</sup> and is willing to meet with this group, if they would like to. Group agreed that they would like to meet informally with him at noon, location to be determined.

Rosenthal thanked Koopman for her time.

#### **4. Public Forum**

*Barry Thalden* – commented on what a great event this seems to be turning into. He wanted the group to be sure to keep looking at the big picture, that the objective of this process is to make change happen. He stated that this will take getting action into ordinance form. Suggested the group make sure decision makers get involved, as ownership over the project is necessary for approval down the line and to keep this from being a plan that sits on a shelf. He stated that it is important to get both staff and Councilors involved. Gave examples of previous events in which Councilors participated but no key staff were involved, so progress wasn’t made. Encouraged the group to get youth in the community involved as they will inherit these environmental problems. Asked that the group to consider getting someone who represents the business community on the committee. He believes the business community will need to take ownership over any ordinances.

Sohl thanked Thalden for his information and reiterated his desire to have kids involved in the kick-off event.

*Huelz Gutchen* – expressed excitement for the event. He stated that we should have done this two years ago. He handed out information to commissioners and stated that he understands his information is “techie” and hard to understand but it is important.

#### **5. Climate and Energy Action Plan RFP**

McGinnis stated he would like the contractor to identify and qualify “hidden” externalities and their impacts. Group discussed whether this is beyond the expertise we’re looking for and if it

would cause an increase in costs. Group was concerned that asking for lots of focus on hidden externalities isn't as useful as spending that focus and time on creating an achievable plan. They determined that many externalities will be identified through the process and so the RFP does not need to include this request.

Hanks explained that the points allocation regarding cost review typically isn't weighted as heavily as the group requested at the last meeting. The scoring related to costs is separate from the scoring related to all other aspects and is not based on low-bid amounts, but rather how clearly the responder states or clarifies all their costs.

Group agreed to the following scoring totals:

Understanding of requested service = 10 points  
Proposer's capabilities = 20 points  
Project team and qualifications = 25 points  
Resources = 20 points  
Response time = 15 points  
Cost of service = 10 points

Group discussed where the RFP will be posted or advertised. Hanks requested that if group has additional posting locations they should let him know.

**Green/Sohl m/s to approve the RFP as amended. Voice Vote. All Ayes. Motion Passes.**

## **6. Schedule and Agenda for Upcoming Meetings**

The group agreed to continue meeting on the 1<sup>st</sup> and the 3<sup>rd</sup> Wednesdays at 2:00 p.m., with the understanding that some dates will need to be changed due to holidays or lack of agenda.

In the November 4<sup>th</sup> meeting they want to discuss 1) the final preparations for the November 15<sup>th</sup> Kick-off meeting (including what will be each committee member's role in the event and what questions will be asked on First Friday), 2) which committee members will participate on the RFP scoring sub-committee, and 3) an update on the Greenhouse Gas Inventory process.

On November 14<sup>th</sup> at noon, those members interested will join Scott Denning from Fort Collins to discuss the Fort Collins action plan process. Location to be determined.

Group is considering canceling the November 18<sup>th</sup> meeting. If it is held, they will have a debrief on the Kick-off event.

## **7. Adjournment**

Meeting adjourned at 3:30 p.m.

Respectfully submitted,  
Diana Shiplet  
Executive Assistant

# AD-HOC CLIMATE ACTION AND ENERGY PLAN COMMITTEE

## Meeting Minutes

November 4, 2015 – 2:00 PM

Fire Station #1  
455 Siskiyou Bv

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### Call to Order

Chair Rosenthal called the meeting to order at 2:02. Committee members Alick, Green, Sohl, Biegel-Coryell, Shawkat were present. Hanks was present as staff. McGinnis arrived at 2:15.

### Approval of Minutes

The minutes of the October 7, 2015 meeting were motioned and approved unanimously. Hanks noted that the October 21, 2015 minutes were not included in the packet as they were not yet complete and would be provided for committee review/approval at the next meeting.

### Public Form

Heulz Gutcheon spoke to the Committee about his plan for the Ashland Renewable Energy Acquisition Department concept and discussed the importance of the upcoming smart grid.

Chair Rosenthal introduced the newest member of the committee, Claudia Alick. Alick provided a brief summary of her background and current work with the Oregon Shakespeare Festival and her personal interest in the community and the climate. The group went around the room with committee member introductions and welcomes to Claudia.

### Climate Plan Kick Off Event

Hanna Sohl, Executive Director of Rogue Climate and a partner in the Ashland Climate Challenge provided the committee with a final update on the Kick off week programs and events, going over the most current calendar and expectations of the final event on Sunday the 15<sup>th</sup>. The group asked some clarifying questions and Rosenthal offered a suggestion on the wording on the promotion of one of the week's events. Sohl stated she would update the wording accordingly.

Rosenthal reminded the committee of the scheduled meeting with Dr Scott Denning, the kick-off event keynote speaker on November 14<sup>th</sup> at noon. Hanks noted that a meeting location hadn't yet been selected. Green offered the Food Co-op classroom and Hanks offered to organize a City funded lunch for the committee and Dr. Denning. All approved of both ideas

### Climate & Energy Action Plan RFP

Rosenthal asked Hanks to inform the committee of the RFP review and scoring committee selection and responsibilities. Hanks noted that the process is confidential throughout the duration of the process and becomes public record after the appeal period is complete, which is seven days after the Council approved notice of intent to award.

Hanks and the committee discussed the conflict of interest rules and clarified several examples to ensure the committee understood. The Committee discussed which members would be interested in participating and asked Hanks some questions about process, time commitment, etc.

The group narrowed the field of interested members and decided to make a final decision at the next Committee meeting.

### **Update on GHG Inventory project**

Hanks provided an update to the committee on the ongoing Greenhouse Gas Inventory project and stated that the data collection is roughly 80% complete, with the community scope transportation data being the toughest to compile. Hanks and the consultant, Good Company, are working with the transportation modeling planners at ODOT to get Ashland only data from the regional data modeling software used.

The project is on track for a completed inventory report in mid-January.

### **Schedule and Agenda for Upcoming Meetings**

The group discussed upcoming meetings and decided that a meeting immediately after the kick-off may be too soon and decided to have the next meeting on Wednesday, December 2<sup>nd</sup> at 2:00 back in the Siskiyou Room at the Community Development building.

Rosenthal adjourned the meeting at 3:30.

# Ad Hoc Committee on Climate Change and Energy Action Plan

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# Memo

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DATE: November 24, 2015  
TO: Chair, Climate and Energy Action Plan Ad-hoc Committee  
CC:  
FROM: Adam Hanks  
RE: RFP for consultant services

Below is the planned timeline for the RFP selection process for the CAEP consultant.

November 5, 2015 – RFP issued and posted  
December 15, 2015 – RFP responses due  
December 18, 2015 – Accepted RFP responses provided to selection committee members  
December 30, 2015 – Selection committee individual scoring/evaluation complete – Due back to staff to compile results  
January 6-8, 2016 – Selection committee meeting to review summary results, discuss and make final recommendation  
January 13, 2016 – City Council Meeting Packet Deadline  
January 19, 2016 – City Council decision of notice of intent to award (consultant selection approval)  
January 26, 2016 – Award appeal period complete, contract documents able to be negotiated/signed  
February 10, 2016 – Contract signed and work begins

--- = staff

--- = Selection committee

The maximum number of committee members that can be on the selection committee is four because five would make a quorum of the full committee and the selection process is confidential until the exhaustion of the appeal period following the notice to award.

