



CITY OF TACOMA

SUSTAINABLE TACOMA COMMISSION

VIRTUAL MEETING

DRAFT AGENDA
THURSDAY, APRIL 15, 2021
5:00 PM TO 7:00 PM

To comply with Governor Jay Inslee's [Proclamation 20-28.15](#) in response to the COVID-19 pandemic, this meeting will not be conducted in-person. The meeting can be attended remotely using the following information:

Meeting phone line: (253) 215-8782

Meeting hyperlink: <https://us02web.zoom.us/j/84328083947?pwd=YXo2N1dURXJhRkxpSHNMMnZhRTIGQT09>

Meeting ID: 843-2808-3947

Meeting password: 253253

Microphones will be muted and cameras turned off for all meeting participants, except for the Commissioners and staff presenters. Public comments will be accepted in meeting during the time set aside by the agenda. In addition, the Commission encourages community members to submit written comments prior to the meeting by 4:00 p.m. on April 15th. Please e-mail your comments to PBabbitt@cityoftacoma.org, put in the subject line "STC Meeting 4/15/21", and clearly indicate which agenda item(s), if any, you are addressing.

- I. CALL TO ORDER AND ROLL CALL
- II. APPROVE APRIL 15 AGENDA AND MARCH 18 MINUTES
- III. PUBLIC COMMENTS
- IV. STAFF UPDATES
- V. SUBCOMMITTEE UPDATES
- VI. RULES OF PROCEDURE AMENDMENT
- VII. COMMISSION PARTICIPATION WITH ENVIRONMENTAL SERVICES COMMISSION – LETTER
- VIII. COMMISSION ANNUAL RECOMMENDATIONS FOR CITY COUNCIL & MANAGEMENT
- IX. SUSTAINABILITY SMALL GRANTS APPLICATIONS REVIEW
- X. THANK YOU TO DEPARTING COMMISSIONERS
- XI. PUBLIC COMMENTS
- XII. OBJECTIVES FOR NEXT MEETING
- XIII. ADJOURNMENT

Sustainable Tacoma Commission

4/15/2021 Virtual Public Meeting

Welcome

Commissioners

Members of the public

Presenters and staff support:

LaTasha Wortham

Tacoma Public Utilities, Public Affairs and Communication

**Patrick Babbitt, Kristin Lynett, James Parvey, Kyla Wilson, Leah
Michaelsen**

City of Tacoma, Office of Environmental Policy & Sustainability



Office of
Environmental Policy
and Sustainability

Call to Order



Land Acknowledgment

ʔuk'wədiid čət ʔuhigwəd txwəl tiit ʔa čət ʔal tə swatxwixwtxwəd ʔə tiit puyaləpabš. ʔa ti dxwʔa ti swatxwixwtxwəd ʔə tiit puyaləpabš ʔəstətətłil tul'al tudiʔ tuhaʔkw. didiʔt ʔa həlgwəʔ ʔal ti sləxłil. dxwəstətłils həlgwəʔ gwəl λ'uyayus həlgwəʔ gwəl λ'uλ'axwəd həlgwəʔ tiit bədədəʔs gwəl tixdxw həlgwəʔ tiit ʔiisəds həlgwəʔ gwəl λ'uʔalalus həlgwəʔ gwəl λ'utxwəlšucidəb. xwəla ···b ʔə tiit tuyəl'yələbs.

We gratefully honor and acknowledge that we rest on the traditional lands of the Puyallup People. The Puyallup people have lived on this land since the beginning of time. They are still here today. They live, work, raise their children, take care of their community, practice their traditional ways and speak the Twulshootseed language – just as their ancestors did.



Office of
Environmental Policy
and Sustainability

Agenda – 4/15/2021

- I. **CALL TO ORDER AND ROLL CALL**
- II. **APPROVE APRIL 15 AGENDA & MARCH 18 MINUTES**
- III. **PUBLIC COMMENTS**
- IV. **STAFF UPDATES**
- V. **SUBCOMMITTEE UPDATES**
- VI. **RULES OF PROCEDURE AMENDMENT**
- VII. **COMMISSION PARTICIPATION WITH ENVIRONMENTAL SERVICES COMMISSION – LETTER**
- VIII. **COMMISSION ANNUAL RECOMMENDATIONS FOR CITY COUNCIL & MANAGEMENT – DISCUSSION**
- IX. **SUSTAINABILITY SMALL GRANTS APPLICATIONS REVIEW**
- X. **THANK YOU TO DEPARTING COMMISSIONERS**
- XI. **PUBLIC COMMENTS**
- XII. **OBJECTIVES FOR NEXT MEETING**
- XIII. **ADJOURNMENT**

(Motion)



Office of
Environmental Policy
and Sustainability

3/18/2021 Commission Minutes Approval

(Motion)



Office of
Environmental Policy
and Sustainability

Public Comments



Office of
Environmental Policy
and Sustainability

Staff Updates

Around the City:

- Decarbonization Resolution goes to City Council on 4/20
- Celebrate [Bike Month](#) by cycling to the [Downtown Farmers Market](#) on May 6th (10am-3pm, on Broadway between S. 9th and St. 11th)!
- South Tacoma & Lakewood Sounder Station Access online open house is live until 4/20: <https://soundersouth.participate.online/>
 - More information on the projects and public involvement process is available at www.soundtransit.org/system-expansion.



Subcommittee Updates

- Welcoming Commissioners to report on subcommittee activities.
- June: Waste prevention and recycling subcommittee meeting
 - Poll: https://doodle.com/poll/u8qz7zmmh6x2yi9q?utm_source=poll&utm_medium=link



Other Business Items

1. Sustainability Small Grants Applications Review
 - Staff presentation & motions
2. Rules of Procedure Amendment
 - Discussion & motion
3. Commission Participation with Environmental Services Commission
 - Letter of recommendation
4. Commission Annual Recommendations for City Council & Management
 - Discussion & motion
5. Thank You to Departing Commissioners
 - Discussion



Rules of Procedure Amendment – Staff Presentation

Staff: Patrick Babbitt (he/him)

City of Tacoma, Office of Environmental Policy & Sustainability

(Review document; motion)



Office of
Environmental Policy
and Sustainability

Commission Participation with Environmental Services Commission – Letter of Recommendation

Staff: Patrick Babbitt (he/him)

City of Tacoma, Office of Environmental Policy & Sustainability

(Review document; motion)



Office of
Environmental Policy
and Sustainability

Commission Annual Recommendations for City Council & Management – Discussion

Staff: Patrick Babbitt (he/him)

City of Tacoma, Office of Environmental Policy & Sustainability

(Review document; motion)



Office of
Environmental Policy
and Sustainability

Sustainability Small Grants Applications Review & Awards – Discussion

Staff: Leah Michaelson (she/her), **Kristin Lynett** (she/her)
City of Tacoma, Office of Environmental Policy & Sustainability

(Review applications; motion)



Office of
Environmental Policy
and Sustainability

Thank You to Departing Commissioners

Staff: Patrick Babbitt (he/him)

City of Tacoma, Office of Environmental Policy & Sustainability

(no action)



Office of
Environmental Policy
and Sustainability

Public Comments



Office of
Environmental Policy
and Sustainability

Objectives for Next Meeting (May 20)

Meeting Items:

- Staff updates
- Subcommittee updates
- Climate Action Planning update (recurring)
 - 2020 Environmental Action Plan progress report
- Welcome new Commissioners

Non-Meeting Items:

- Annual Commission report (video/slide deck)



Office of
Environmental Policy
and Sustainability

Adjournment

(Motion)



Office of
Environmental Policy
and Sustainability



SUSTAINABLE TACOMA COMMISSION

PURPOSE:

The purpose of the Sustainable Tacoma Commission is to bring community accountability, transparency, and vigilance to the long-term implementation of Tacoma’s climate action plan¹, and to oversee, coordinate, communicate, and encourage public involvement in sustainability initiatives consistent with the City’s vision and definition of sustainability.

RULES OF PROCEDURE

The following Rules of Procedure of the Sustainable Tacoma Commission (“Commission”) were adopted by the Commission at its February 10, 2015 meeting, and were amended by the Commission most recently at its April 15, 2020 meeting. These Rules of Procedure are authorized by City of Tacoma Resolution 37631 and replace and supersede any previously adopted rules of the Commission.

The rules and regulations contain the following items:

- I. Election and Terms of Office
- II. Duties of Officers
- III. Establishment of Subcommittees
- IV. Office of Environmental Policy & Sustainability
- V. Meetings
- VI. Records
- VII. Annual Report to the City Council
- VIII. Miscellaneous
- IX. Amendments to the Rules of Procedure
- X. Expectations and Roles

I. Election and Terms of Office

- A. The Commission shall elect annually from its members a Chair, Vice-Chair, or Co-Chairs (Officers).

¹ Note: this plan, which succeeds the 2016-2020 Environmental Action Plan, is not named or drafted at this time. It is scheduled to be developed and adopted through autumn 2021.

Adopted February 10, 2015
Amended January 12, 2016
Amended February 28, 2017
Amended September 19, 2017
Amended April 25, 2019
Amended February 20, 2020
Amended April 15, 2021

1. Nominations and Elections – Officers will be nominated at the first meeting of each year. Elections will be held at the following meeting. New officers will assume duties immediately following their election.
 2. Officer Qualification Considerations – The Officers should:
 - a) be interested in holding the position(s);
 - b) be able to devote sufficient time to Commission business;
 - c) be committed to attending as many Commission meetings as possible;
 - d) be prepared to make presentations to the City Council, community members, committees, neighborhood groups, and service clubs regarding Commission responsibilities, projects, plans, and policies;
 - e) have sufficient experience on the Commission to understand its role and functions and to have a basic understanding of the City's Environmental Action Plan and sustainability policies, programs, and activities;
 - f) be adequately skilled in meeting facilitation and agenda building; and
 - g) be committed to developing and maintaining relationships with staff, Commissioners, and other Commission partners to promote ethical, equitable, and productive participation.
- B. The term of office shall be for one (1) year or until the next group of Officers assume their duties. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.

II. Duties of Officers

Officers – The Officers (Chair, Vice-Chair, or Co-Chairs) shall preside over all meetings of the Commission and assist staff in development of agendas and other official Commission communications. The Chair, Vice-Chair, or Co-Chair of the Commission is authorized to sign documents and correspondence on behalf of the Commission. The Officers are tasked with meeting with staff to prepare and evaluate activities, including the work plan, meeting agendas, and Commission attendance and performance. Decisions about Commission meeting facilitation, document signing, and Commission correspondences should be done with the consent of other Officers, where the Chair is the final decision-maker.

III. Establishment of Subcommittees

Adopted February 10, 2015
Amended January 12, 2016
Amended February 28, 2017
Amended September 19, 2017
Amended April 25, 2019
Amended February 20, 2020
Amended April 15, 2021

Subcommittees – The Commission may establish subcommittees of up to 6 members. Subcommittees are ad-hoc and issue-oriented in nature. Subcommittees shall serve at the discretion of the Commission and their duties and responsibilities shall be established by the Commission. The activities of any Subcommittees shall take place in meetings where minutes are taken or kept as public record by other means, such as email. Subcommittees provide input and recommendations to the full Commission for consideration and may not take binding action on behalf of the Commission.

IV. Office of Environmental Policy and Sustainability

The Office of Environmental Policy and Sustainability shall provide staff support to the Commission, including but not limited to providing clerical support, preparation and maintenance of records of meetings, hearings, official actions, and all public records. Staff support is subject to the limits of the budget for the Office of Environmental Policy and Sustainability as approved by the City Council.

V. Meetings

- A. All meetings of the Commission shall be open to the public and subject to the requirement of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW and as may be hereinafter amended.
- B. Notice of all meetings shall at a minimum be in the form and distributed in the manner required by OPMA with additional distribution at the Commission's discretion to individuals and organizations listed on the Commission mailing list that shall be maintained by the Office of Environmental Policy and Sustainability.
- C. Regular Meetings – Regular meetings of the Commission shall be held on the 3rd Thursday of each month at 5:00 p.m. in Room 248 of the Tacoma Municipal Building, or in another location designated by the Commission. If the regular meeting day falls on a legal holiday, the Chair, Vice-Chair, or Co-Chairs of the Commission shall fix another day therefore and give notice of a special meeting.
- D. Special Meetings – Special meetings of the Commission may be held at such times as the Commission may determine. Special meetings will be called and notice provided in a manner consistent with these Rules and with OPMA.
- E. A quorum for the transaction of official business shall consist of a majority of the total Commission membership.
- F. Every official act taken by the Commission shall be by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies themselves or passes, this is to be registered as "abstaining". Notwithstanding Robert's Rules of Order, the Officers shall vote on all resolutions or motions.

G. Regular Meeting Procedures.

1. Order of business:

- a) Roll call
- b) Consideration of business items in the order set forth in the meeting agenda*
- c) Approval of meeting minutes not previously approved
- d) Public comment
- e) Staff reports
- f) Subcommittee reports
- a) Other business
- g) Public comment
- h) Objectives for next meeting
- i) Adjournment
- j) *For regular meetings, the preceding order of business may be modified with a vote of a majority of the quorum present during consideration of business items set forth in the meeting agenda.

2. Conduct of meetings:

- a) The Chair, Vice-Chair, or a Co-Chair of the Commission shall preside over all meetings of the Commission.
- b) The Chair, Vice-Chair, or a Co-Chair introduces the agenda items.
- c) The Office of Environmental Policy and Sustainability Staff, if appropriate, summarizes the staff report or other information prepared or received by the staff on the agenda item.
- d) The Commission may ask questions of the staff or others in attendance at the direction of the Officers. Comments by the public may be permitted, but only at the discretion of the Chair, Vice-Chair, or Co-Chairs.

- e) The Commission takes appropriate action, if an action is required.

VI. Records

- A. The Commission's meeting minutes and supplemental records shall be kept on file in the Office of Environmental Policy and Sustainability and managed, retained, and made available as required by law. These supplemental records may include but not be limited to the following:
 - 1. Description of agenda items, including all submitted information therewith.
 - 2. Reports of the Office of Environmental Policy and Sustainability, and Subcommittees as presented to the Commission at a meeting thereof, including such material submitted in writing and in map form.
 - 3. Written communications to and from the Commission.
 - 4. Facts concerning the matters before the Commission.
 - 5. Record of relevant actions taken by the City Council (ordinances, resolutions, results of hearings, etc.).
- B. Minutes of Commission meetings shall be filed with the City Clerk and shall be opened to public inspection.

VII. Annual Report to the City Council

The Commission shall annually report to the City Council regarding accomplishments and the status of planning efforts undertaken in the previous year, and if applicable, the outlook of planning issues for the coming year. Said report should, at the discretion of the Officers, take the form of a letter, a memorandum, a summary report, or a copy of relevant minutes of the Commission's meetings, and will be posted on the City's website by June of each year.

VIII. Miscellaneous

- A. Code of Ethics – Members of the Commission are subject to the requirements of the City of Tacoma's Code of Ethics contained in Tacoma Municipal Code Chapter 1.46 and as hereinafter amended.
- B. Terms of Service – A member shall hold office until the expiration of their term, resignation from the Commission, or removal from office. It is desirable that the member hold office until their successor is appointed when possible. In an effort to promote both stability within the Commission and to encourage rotation of the

membership, the City Council sets a guideline of two full terms per member but, at its discretion, may reappoint members to serve more than two terms.

1. End of Service –

a) Members may forfeit their membership through:

- i. Upon a member's having three (3) unexcused regular meetings in a 12-month period, the Commission shall notify such member of a hearing to determine whether the absences are to be excused and the potential for termination of their membership. If the Commission determines not to excuse such absences, then the Commission shall determine the question of whether the Commission shall recommend to the City Council that such member should be deemed to have forfeited their office and a new member be appointed to fill the unexpired term. Requests by members to be excused shall be stated by the member at a Commission meeting or be submitted to the Commission or be directed through the Sustainability Officer or their representative who shall then present the request to the Commission. The Commission shall then approve or deny the request.
- ii. Finding of a violation of Code of Ethics after final adjudication.

- C. Contact Information – The contact information of members of the Commission is considered public information and may be made available for public access.
- D. Conferences – Members of the Commission may attend, at their own expense, conferences, meetings, and training courses closely related to Commission business.
- E. Communication – Commissioners should be aware of open government requirements related to Commission business, including communications, and potential perceptions of their non-Commission activities as a community member. Commissioners are responsible for clearly communicating about their role as a Commissioner and community member, and about the conduct of Commission business. The City offers quarterly trainings about open government requirements, and the Commission's staff liaison can provide additional information about laws and practices applicable to Commission business.
- F. The Commission may communicate directly with individuals and organizations internal and external to the City of Tacoma in support of its role to advise and make recommendations to the City Council and/or City staff for the purposes of requesting information relevant to or providing information related to City policies and activities. Sharing recommendations or opinions on behalf of the Commission may only be done so if a formal action has been taken, and formal written communication

should be signed by the Officer(s). Communication by the Commission must be in accordance with the City Council's policymaking role. Where feasible, it is preferred that communication be made a public record and done in coordination with Commission staff.

IX. Amendments to the Rules of Procedure

These Rule of Procedure may be amended by the Commission by a vote of the majority of the quorum at any regular or special meeting. The Rules of Procedure shall be reviewed annually prior to Officer elections, if possible during the final meeting of the calendar year.

X. Commissioner Expectations and Guidelines

Generally, the time commitment required for active participation as a Commissioner is between 4-8 hours per month, including the duties below.

- I. During Meetings
 - a. Prepare for the meeting by reading appropriate materials and the last meeting's draft notes.
 - b. Arrive on time. If this is not possible, communicate with Officers and staff.
 - c. Listen and communicate respectfully to fellow Commissioners, staff, and the public.
 - d. Participate by sharing thoughts and opinions.

- II. Other Meetings and Events
 - a. Attend relevant City Council, Infrastructure, Planning, and Sustainability Committee, and other Committee meetings as appropriate.
 - b. Attend other City Commission meetings as appropriate.
 - c. Attend, if available, the South Sound Sustainability Expo.
 - d. Attend and participate in other outreach events, such as giving presentations to the Neighborhood Councils.

- III. Communication to Individual Council Members and the Public
 - a. Be clear to your audience about whether you are communicating as a community member or a Commissioner. Sharing recommendations or opinions on behalf of the Commission may only be done so if a formal action has been taken, and formal written communication should be signed by the Officer(s). Information sharing may be allowed, but coordination with Commission staff is preferred.

Commission Roles

- I. Request research and analysis on sustainability issues from sustainability staff.

- II. Provide policy, program, and budget recommendations both written and verbal to City Council and City staff, through or in coordination with Infrastructure, Planning, and Sustainability Committee, and other relevant Committees and Commissions.
- III. Request updates from staff on implementation and results of City sustainability policies and programs.
 - i. Communicate barriers to and incentives for implementation to City Council.
- IV. Provide annual climate action progress reports to the public through the City Council, Infrastructure, Planning, and Sustainability Committee, and other relevant Committees and Commissions.
- V. Coordinate, communicate, and encourage public involvement regarding sustainability initiatives.
 - i. Create a forum for regular public comment and community involvement.
- VI. Develop an annual work plan identifying Commission goals and implementation plans, including discussion of timelines and responsibilities. Items requiring sustainability staff support will be identified and prioritized. Discuss and evaluate work plan progress as needed.



City of Tacoma
Office of Sustainability

April 15, 2021

TO: Michael P. Slevin III, Director, Environmental Services

RE: Environmental Services Commission's Representation of Sustainable Tacoma Commission Members

Dear Mr. Slevin,

As you know, the purpose of the Sustainable Tacoma Commission (STC) is to bring community accountability, transparency, and vigilance to the long-term implementation of Tacoma's Environmental Action Plan, and to oversee, coordinate, communicate, and encourage public involvement regarding sustainability initiatives as are consistent with the City's vision and definition of sustainability.

Within that purview, we have valued the opportunity to have a member of our Commission represent the STC on Tacoma's Environmental Services Commission (ESC). We recognize the importance of its role in reviewing and making recommendations to Tacoma City Council, the City Manager, and City staff regarding the fairness, responsiveness, and cost-effectiveness of the Environmental Services Department's utility rates, rate structures, services, policies, and programs.

The Environmental Services Commission's current Charter requires one of its members be a member of the Sustainable Tacoma Commission (referred to as "Sustainable Tacoma Commission Liaison" in the Charter), which offers important representation to Tacoma's environmental community on the ESC and supports coordination between Commissions. However, recent turnover in STC membership has left a vacancy in ESC's Sustainable Tacoma Commission Liaison position that we cannot fill; it has been made clear that asking a member of our Commission to volunteer on a second unpaid commission is a significant burden. We have been unable to find interest or capacity from another STC member to participate on ESC at this time.

Therefore, we recommend that the Environmental Services Commission amend its Charter to change the requirement for a liaison from the Sustainable Tacoma Commission. Instead, the Charter should maintain a requirement for a representative from Tacoma's environmental community more broadly – whether in the future that is a member or former member of the Sustainable Tacoma Commission.

We appreciate the Environmental Service Commission's purpose and commitment to continued engagement with Tacoma's environmental community and the Sustainable Tacoma Commission. We will continue to work to engage the Environmental Services Commission and work through staff to maintain this important relationship.

Sincerely,

Lexi Brewer
Chair, Sustainable Tacoma Commission

CC: Patrick Babbitt, City of Tacoma Office of Environmental Policy and Sustainability
Kristin Lynett, City of Tacoma Office of Environmental Policy and Sustainability
James Parvey, City of Tacoma Office of Environmental Policy and Sustainability
Christina Lorella, Environmental Services Department
Alan Aplin, Environmental Services Department
April Larsen, Environmental Services Department
Dan Thompson, Environmental Services Department



About the Sustainable Tacoma Commission (STC)

The [Sustainable Tacoma Commission](#)'s purpose is to advise City Council and staff, bringing community accountability and urgency, to implementation of the [Environmental Action Plan](#) (EAP) and other initiatives.

Discussion Purpose

Directed by City Council's 2019 [Climate Emergency Resolution](#), the City is updating Tacoma's 2016 Environmental Action Plan. This process will result in a new Plan to make investments and take action to reduce our community's greenhouse gas emissions and prepare for current and anticipated climate impacts. City Council can expect to receive a draft Plan for consideration and adoption in autumn 2021. Today's discussion looks forward from Tacoma's EAP to build from successes and take bold new climate action.

Relevant Policies:

2017 – Mayor Woodards pledges to uphold [Paris Climate Agreement](#) goals

2019 – City Council declares a climate emergency and directs staff to update the EAP

2020 – Mayor Woodards pledges to advance a [green, equitable recovery to COVID-19](#)

2020 – City Council commits to [anti-racist transformation](#) of institutions, systems, policies, practices, contracts

2021 – City Council passes a Decarbonization Resolution, beginning to address fossil fuels used in buildings

Recent Accomplishments

- **Decarbonization Resolution:** disallows new natural gas in City buildings and impact assessment about disallowing new natural gas in all community buildings. Need to restrict fossil fuel use in new buildings
- **Shovel-Ready Projects:** staff are developing a list of green, equitable projects ready for funding
- **Conclusion of the Environmental Action Plan:** great progress on 35 actions out of 70
- **Climate Action Planning Engagement:** engaged nearly 500 community members during Phase I

Recommendations: Investing in COVID-19 Recovery, Community Resiliency, and Climate Protection

- 1) **Transition rapidly from fossil fuel energy by developing bold policies and funding streams to invest fully in the new Climate Action Plan, including a big upfront commitment in the first two years.**
 - Reappropriate funding for requests related to Climate Action Plan & Urban Forestry Management Plan
 - Plant and preserve trees with increased funding in the next biennium
- 2) **Support Community Food Projects and food access with ongoing funding in future biennial budgets.**
 - Food growing: community gardens, orchards, food forests, or farms
 - Food sharing: mutual aid networks, Food is Free Tacoma, food banks
 - Food business infrastructure and policy: commercial kitchen, land, licensing
- 3) **Support Sustainability Small Grants with General Government funds in the next biennium.**
 - Many community members have applied for funds to carry-out community sustainability projects
- 4) **Prioritize federal funding for staff's list of green and socially just, shovel-ready projects.**
 - Funding opportunities can support Tacoma's green economy

Sustainability Grant Scoring Sheet

Basic Information				Funding		Evaluation Criteria			
App. #	Organization Name	Project Name	Brief Project Description	Request Amount	Amount Funded	Notes Regarding Evaluation Criteria:	Pros	Cons	Utility Comments/Questions/ Concerns
						Does the project: • Demonstrate a clear benefit to one or more of the three Environmental Services utilities? • Align with sustainability goals as outlined in the City's Environmental Action Plan? • Provide opportunities for local partnerships and community participation?			
Ex.	Transportation Choices Coalition	Tacoma On the Move	Education programs targeting local residents on alternative transportation choices, relies on volunteers and public response - benefits public.	\$ 5,000	\$ 5,000				
47	Center for Food Preservation Arts	Seed to Shelf and Table 2021	Support for CFPA's sustainability programs including Guerilla Canning and Preserving to Prepare, as well as educational resources that promote sustainable home food practices and preparedness.	\$ 4,770	\$ 4,770	Consideration to ensure that administrative costs meet 10% requirement during reimbursement process.			SOLID WASTE: Project would reduce food waste through teaching life skills to preserve food to feed people. Yes, fund.
48	Forever Green Trails	Pierce County Trails Day	Events throughout the county (including Tacoma) for all ages and abilities to promote various outdoor activities from birdwatching, hiking, skateboarding, biking, park cleanups, habitat restoration, and trail maintenance. Our goal is to make getting outside and being active easy and accessible while also fostering a sense of stewardship among residents.	\$ 5,000	\$ 2,500	Proposed to fund 2500 of requested amount.			STORMWATER: The project is good, and I am all for promoting healthy activities utilizing Tacoma parks, trails, and other public spaces but they are making a stretch with reducing carbon emissions and its benefits to surface water. It would be cool if they could incorporate some sort of specific education about the impacts of cars, tires, carbon emissions on surface water/stormwater and how reducing the use of cars can help to protect salmon bearing streams. Maybe they do offer this education, but it is not highlighted in the application
49	Islandwood	Tacoma Community Waters Unit	In partnership with Tacoma Public Schools, this project would bring a stormwater-focused science education curriculum to elementary aged students.	\$ 5,000	\$ 5,000	Consideration to ensure that administrative costs meet 10% requirement during reimbursement process.			STORMWATER: Yes, fund this and let them know about Make a Splash grant for future or continued funding.

Sustainability Grant Scoring Sheet

50	Paradoxum-Consulting	ReTacoma: A-Regenerative-Marketplace	A collaborative, membership-based group with three foundational components: virtual workshops, the free store, and bulk buying. All efforts of RE Tacoma are rooted in diverting waste, sharing resources, building community, and providing empowerment through education.	\$ 5,000				
51	Christopher Hoppin	Rainfall Reuse Project	Use an existing, underground concrete structure (previously housed a pool) to hold excess rainwater which will be used to supplement the irrigation system.	\$ 5,000	\$ -			STORMWATER: Interesting project I'm on the fence about. This is [ES STAFF MEMBER] husband. Looks like they want funding to install a private stormwater facility on their property. Given that it is [ES STAFF MEMBER] and she writes and maintains the SWMM it will be done correctly and maintained. I would like to see estimates of the amount of stormwater expected to be diverted, filtered or detained. I would also like to see a plan for producing, for use by the City, and not just sharing if asked, educational materials about the process so planning, permitting, building, maintenance ect... This could be a valuable tool for other homeowners interested in building private stormwater facilities on their property.
52	Local Uplift (Allison Stewart)	Sustainability Summit for South Sound Women in Business	A one day conference that provides small business owners and leaders, recent graduates, and elected officials with an opportunity to learn more about sustainability in a business context.	\$ 4,970				
53	Tacoma Farmers' Market	Single-use waste reduction	To assist Broadway and Eastside Market vendors in transitioning to reusable, recyclable, or compostable packaging and utensils; create signage for our markets regarding compostable materials; and give free reusable shopping bags to low-income shoppers.	\$ 5,000	\$ 5,000	#####		SOLID WASTE: Project encourages and use of compostable packaging which is not accepted COT SW composting program. Compostable products function as contamination in COT food/yard waste collection. TFM would need to obtain the services of compost collection vendor that accepts and processes compostable packaging for this project to support SW waste diversion efforts. No, do not fund. The inclusion of compostable packaging is unfortunate as other parts of this project are worthy. STORMWATER: This should absolutely be funded and is great! Again, if there could be a more specific tie in with litter prevention and stormwater/water quality in the signage produced that would be a plus. I am happy to offer any assistance to any of these groups with getting information or materials.
54	Tacoma Tool Library	Curbside tool lending	In response to COVID-19, we have made significant adjustments to our programming in order to safely provide services to the community. Our program manager has designed, tested, and worked with the Board to launch a curbside tool lending service which will greatly expand the amount of loans per week we can provide while also maintaining strict safety protocols for both our staff and our members.	\$ 5,000	\$ 5,000			SOLID WASTE: Project would reduce solid waste by reducing consumption through repair and access to tools to be able to make repairs. Yes, fund.



**City of Tacoma
Sustainable Tacoma Commission
Meeting Minutes**

Date: April 15, 2021

Commission Members Present:

Matthew Benedict, Elly Claus-McGahan, Katin Kendrena, David Thompson (leaves 7:06pm), Phil Coughlan, Nikie Walters, Ashley Sloan, Evlondo Cooper, Gabe Moaalii, Tony Ivey (joins 5:17pm), Lexi Brewer (joins 5:21pm)

Commission Members Excused:

Grace Hope, Emily Pinckney

Commission Members Absent:

None

Others Present:

Commission Support Staff: Leah Michaelson, LaTasha Wortham, James Parvey, Patrick Babbitt (Commission liaison)

Public: Carol Ann Mangan Kindt

Call to Order

This meeting was called to order by Commission Vice-Chair Matthew Benedict at 5:04pm, including an acknowledgement of the occupied indigenous lands this Commission conducts its business on. The Chair welcomed Commissioners, staff, and members of the public and shared virtual meeting practices and requirements.

Approval of April 15, 2021, Meeting Agenda

Motion: To amend the agenda by moving the Sustainability Small Grants Applications Review agenda item up in order to the sixth item in the meeting, after Subcommittee Updates, to accommodate staff member availability. Motion made by Elly Claus-McGahan.

Seconded by: Phil Coughlan

Action: Voice vote was taken and carried. The motion was declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney, Tony Ivey, Lexi Brewer

Motion: To adopt meeting agenda as adjusted by the first amendment. Motion made by Evlondo Cooper.

Seconded by: Phil Coughlan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney, Tony Ivey, Lexi Brewer

Approval of March 18, 2021, Meeting Minutes

Motion: To adopt meeting minutes as written, with an addition to the Subcommittee Report about Tacoma Public Schools, which should include language that the School District intends to build future schools to be all-electric. Motion made by Evlondo Cooper.

Seconded by: Phil Coughlan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney, Tony Ivey, Lexi Brewer

Public Comment

Carol Ann Mangan Kindt communicated their interest in commenting later in the meeting and their inspiration for being present: Ramona Bennett.

Staff Updates

Patrick Babbitt reiterated that staff updates will be very short and the majority of notices provided to the Commission were provided by email prior to the meeting. He announced that, since the email with other notices, he has become aware of plans to celebrate Bike Month in May organized by Downtown on the Go and Tacoma Farmers Markets' downtown market, where there is an event on May 6. In addition, Sound Transit has organized an online open house to gather community input about access to its South Tacoma and Lakewood Sounder stations. Finally, James Parvey

James shared briefly that the Decarbonization Resolution will reach City Council for potential adoption on April 20. So far, Council Members have responded positively to the resolution.

Staff thanked Commissioners for their work outside meetings, including subcommittees.

Subcommittee Updates

Chair Lexi Brewer reported various subcommittee updates via email to the Commission to save time for other necessary business items at this Commission meeting. No further updates were provided by Commissioners regarding subcommittee activities.

Commission Business Items

Sustainability Small Grants Applications Review – Leah Michaelson, Office of Environmental Policy and Sustainability (OEPS), City of Tacoma

Leah Michaelson refreshed Commissioners about the purpose of the Sustainability Small Grants program and the Commission's process in reviewing and awarding grants. Leah and James Parvey noted eligibility requirements for the grants. Commissioners discussed the merits of grants one-by-one to determine potential awards in line with rules and available budget. Grant

applications put forth by Paradoxum Consulting and Local Uplift were not considered due to their ineligibility as for-profit organizations.

Small Grants Application Decision – Center for Food Preservation Arts

Motion: To award this grant application with full funding, with funding for project administrative overhead limited to 10% as program rules require.

Motion made by Phil Coughlan.

Seconded by: Elly Claus McGahan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Small Grants Application Decision – Forever Green Trails

Motion: To award this grant application at \$2,500, with the stipulation that funding be used toward serving Tacoma parks, trails, and community members.

Motion made by Elly Claus-McGahan.

Seconded by: Katin Kendrena

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: David Thompson

Abstained: Lexi Brewer

Absent: Grace Hope, Emily Pinckney

Small Grants Application Decision – Islandwood

Motion: To award this grant application with full funding, with funding for project administrative overhead limited to 10% as program rules require.

Motion made by Evlondo Cooper.

Seconded by: Tony Ivey

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Small Grants Application Decision – Rainfall Reuse Project

Motion: To reject this grant application funding request based on a lack of significant public benefit. Motion made by David Thompson.

Seconded by: Phil Coughlan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Small Grants Application Decision – Tacoma Farmers’ Market

Motion: To award this grant application with full funding, with the stipulation that funding be used only toward reusable items and items recyclable in Tacoma's recycling system, coordinating with City staff to achieve this as necessary. Motion made by Nikie Walters.

Seconded by: David Thompson

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Small Grants Application Decision – Tacoma Tool Library

Motion: To award this grant application with full funding, with funding for project administrative overhead limited to 10% as program rules require. Motion made by Tony Ivey.

Seconded by: Nikie Walters

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Sustainable Tacoma Commission's Rules of Procedure Amendment – Patrick Babbitt, OEPS, City of Tacoma

Patrick Babbitt introduced the Commission's Rules of Procedure, which are reviewed annually and updated as needed. He outlined a small set of substantive changes, such as to meeting items and their order, the role of the Commission relative to the City Council, and Commission communication practices. Commissioners received a video from staff outlining the document and changes. Commissioners declined to discuss the Rules of Procedure in detail, expressing support for amendments as written.

Amendment to Commission Rules of Procedure

Motion: To amend the Rules of Procedure as written. Motion made by Tony Ivey.

Seconded by: Elly Claus-McGahan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Commission Participation with Environmental Services Commission Letter – Patrick Babbitt, OEPS, City of Tacoma

Patrick Babbitt introduced a draft letter of recommendation directed to the Environmental Services Department of the City of Tacoma with the purpose to communicate the inability of the Sustainable Tacoma Commission to consistently provide one of its Commissioners to also serve on the Environmental Services Commission as a liaison, which is required by the Environmental Services Commission Charter. The Sustainable Tacoma Commission has been unable to fill this

liaison position for the other Commission, following recent turnover in membership. The letter recommends that the Environmental Services Commission instead retain a position for a member of the broader environmental community in Tacoma, whether in the future that member is drawn from current or former Sustainable Tacoma Commissioners or not. The Commission expressed agreement with the letter as drafted.

Commission Participation with Environmental Services Commission Letter

Motion: To approve the letter as written. Motion made by Evlondo Cooper.

Seconded by: Phil Coughlan

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Commission Annual Recommendations for City Council and Management – Patrick Babbitt, OEPS, City of Tacoma

Patrick Babbitt introduced the Commission’s process to develop annual priorities and prepare for engaging City Council and management about these priorities in meetings. Based on prior 2020-2021 Commission letters of recommendation, staff developed a working set of priorities related to prioritizing funding for shovel-ready projects and climate action as well as transitioning away from fossil fuel energy in building and transportation systems. The Commission added focus for urban forestry, community food project, and Sustainability Small Grants program funding as well as reappropriations for Office of Sustainability studies that support electric vehicles and municipal facility decarbonization. Chair Brewer requested that staff work with a Commission subcommittee to finalize the form and context to support these recommendations. Staff will work with the Commission to schedule meetings with City Council Members and members of City management.

2021 Sustainable Tacoma Commission Priorities

Motion: To approve the 2021 Sustainable Tacoma Commission priorities as drafted, to be developed into a final document form with necessary context by a subcommittee. Motion made by Matthew Benedict.

Seconded by: David Thompson

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney

Public Comment

Carol Ann Mangan Kindt expressed her support for no new fossil fuel projects in the port area of Tacoma. She asked that Commissioners and community members consider attending the April 27 public comment period regarding the Tideflats Non-Interim Regulations at Tacoma City Council. She is concerned with climate change, air quality, and sustainability in Tacoma. Chair Brewer asked that staff deliver past Commission recommendations regarding these topics to Carol for her knowledge.

Nikie Walters, a Commissioner, asked staff to confirm whether City planner Steve Atkinson received questions that Nikie submitted in the prior Commission meeting on behalf of another member of the public.

Objectives for or before the Next Meeting

- Staff Updates
- Subcommittee Updates
- Urban Agriculture program update
- Climate Action Planning and 2020 Environmental Action Plan Progress Report update

Adjournment

There being no further business, the Commission sought to adjourn at 7:12pm.

Adjournment of March 18, 2021, Meeting Agenda

Motion: To adjourn the Commission meeting. Motion made by Matthew Benedict.

Seconded by: Evlondo Cooper

Action: Voice vote was taken and carried. The motion we declared adopted.

Ayes: All

Nays: None

Abstained: None

Absent: Grace Hope, Emily Pinckney, David Thompson

The next meeting of the Sustainable Tacoma Commission will be held virtually on Thursday, May 20, 2021, from 5:00 to 7:00pm.

Lexi Brewer, Chair

Patrick Babbitt, Staff / Note Taker