Port Angeles Climate Resiliency Plan

Kick-off Meeting Agenda | January 26, 2021 | 9-11 AM

Agenda

- Introductions, Project Goals & Objectives
- Background Information & Context Setting
- Brainstorming/Questions for Engagement, GHG Inventory, and Plan Development
- Project Logistics (optional)
- Next Steps

★ Indicates key discussion items

Kick-off Meeting Objectives

- Generate a shared understanding of what success looks like for this project, and clear roles for all team members.
- The City team provides further direction on the scope and objectives of project deliverables.
- Understand key project risks and identify suitable mitigations and actions for each.
- Kickstart development of the community engagement strategy and data collection for the greenhouse gas (GHG) inventories.

Introductions, Project Goals & Objectives (P.J.)

PROJECT TEAM

City Team Members	Role on Project (to be verified at kick-off)
Ben Braudrick, Planning	Project Manager
Emma Bolin, Community & Economic Development	Project Director
Micah Rose, Finance	Utility Data Analyst
Angel Torres, Public Works	City Power Systems Utility Representative
Ben Stanley, Planning Commission	City Planning Commission Representative
Richie Ahuja, Planning Commission	City Planning Commission Representative
Lindsey Schromen-Wawrin, City Council	City Council Representative
LaTrisha Ollom-Suggs, City Council	City Council Representative

Rich Meier, Clallam County	Clallam County Representative
Jonathan Boehme, City Engineer	City Public Works Engineering Representative
Chris Cowgill, Legal	City Legal Representative
Bob Vreeland, City resident	Volunteer Work Group Member
Allyson Brekke, Community Economic Development	?
Clea Rome, Washington State University Extension	Clallam County Internal Climate Taskforce Leader
Cascadia Team Members	**Role on Project**
P.J. Tillmann	Project Manager & Strategy Selection Lead
Mike Chang	Engagement & Writing Lead
Tristan Smit	Analysis Lead
Aaron Tam	Project Support
Andrea MacLennan (Herrera)	Resiliency & Engagement Advisor
Andrea Martin	Strategic Advisor

OVERARCHING PROJECT OBJECTIVES

- Gain an understanding of Port Angeles community's GHG emissions impact by:
    - Conducting communitywide and municipal GHG inventories
    - Preparing a GHG inventory report handout that summarizes key findings and methodology.
    - Preparing hand-off materials to enable the City to competently complete future inventory updates.
- Perform a robust, equitable, and (virtual) public outreach process on climate change issues and impacts that builds on the work completed to date and captures community priorities and concerns for use in development of the Climate Resiliency Plan.
- Guided by community engagement results, develop a targeted, accessible, and technically defensible Climate Resiliency Plan that reflects and brings together City and community priorities, carbon reduction and resilience strategies, and implementation considerations.

★ WHAT WILL SUCCESS LOOK LIKE?

A GHG Inventory that is:

Technically sound
- Includes the City and community's major emissions sources.
- Follows protocols and best practices for GHG emissions inventorying and forecasting.
- Use county level data where appropriate, to be able to compare to neighboring counties.

Replicable
- Builds City staff capacity, both in GHG inventorying and implementing actions.
- Provides a benchmarking opportunity to understand trends and compare to peer cities.

Insightful
- Provides insights as to what the Resiliency Plan should include.

A robust, equitable, and seamless engagement process that supports a plan that is:

Realistic & Attainable.
- Provides clear and well-defined goals and strategies; shows where gaps exist and how progress is being made.
- Is built on understanding and integrating the public's priorities and concerns.
- Provides a framework for monitoring and evaluating progress along the way and integrating into the City's decision-making and planning processes.
- Is consistent with other regional, state, and local initiatives.

Public-ready
- Inspires people and welcomes them in.
- Maximizes community co-benefits.
- Does not have significant opposition due to strong community engagement.
- Builds broader community engagement around climate and sustainability initiatives.
- Translates scientific literature to all audiences; avoids scientific jargon.
- People-centered using an equity and resiliency lens.
- Builds on existing local science, such as the North Olympic Climate Collaborative.

★ **WHAT ARE THE SOCIAL EQUITY CONSIDERATIONS? HOW DO WE CENTER THEM?**
- **Equitable energy efficiency standards** through subsidization or other policy mechanisms will help center equity.
- **Social equity** should refer to both equity in engagement and equity in outcome.
- **Orient the plans and co-benefits** around **city priorities like housing, mobility, and local job creation**.
  - Policies need to encourage and invite investments in local jobs.

- o Port Angeles has not pursued high-density housing, so there is a ring of high-density developments on the exterior of the city.
- o Folks in rural communities are more car-dependent. Transit access is needed to these areas. Many tribal members live in rural areas.
- Emergency resilience like the floodplain ordinance.
- Cast wide net in public engagement and be mindful of the times that meetings are scheduled so that people can easily engage.
- **Look at the goals and solutions of local indigenous groups,** for example around reducing Salish Sea pollution and addressing sea level rise, and how we co-exist with our environment. With sea level rise solutions, there is the option of armoring, but that is detrimental to spawning habitat for fish. If we are going to value social equity, we need think carefully about how we interact with the shoreline.
- **Wood smoke** is used as an affordable energy source, but it also generates pollution. This is something to consider in terms of equity.
- Consideration of **carbon pricing**.
- Broadband **internet access** for all.

Background Information and Context Setting (P.J.)

★ **What does Cascadia need to know about the key plans and resources below to best support you?**

Relevant plans

	Plan	Notes
✓	**General Plan/Comp Plan**	
✓	**Hazard Mitigation Plan**	
✓	**Economic Development Plan**	
✓	**Transportation Plan**	
✓	**Capital Facilities Plan**	
✓	**Council 2-year Strategic Plan**	
	Shoreline Master Program	
✓	**2019 Planning Report**	• Led by Fire Dept. • See Nov 6 Council mtg, where this plan was approved. • Linked here.
✓	**2014 North Olympic Development Council (NODC) Resilience Plan**	• Cost estimates of policies and cost abatement. • Build on, don't replicate.
✓	**Solid Waste Plan (underway)**	• Focus on composting.
✓	**Lower Elwha Klallam Tribe**	• Kim Williams is the contact for planning. • Climate Planning. • Lindsey was the previous point of contact.
✓	**2009 Sustainable Design Assessment Team Report**	• Urban design features partially incorporated into Comp Plan.
✓	**Clallam County Planning Process**	• Guides planning between Clallam County and cities.

		• Standards for new development especially around the unincorporated areas around Port Angeles.

Relevant standards, ordinances, programs, and policy

	Policy	Notes
	VMT thresholds	
	Water-Efficient Landscape Standards	
✓	**Water & sewer service**	• Urban Service Standards & Guidelines provide entry-level standards for new infrastructure
	Tree Ordinance	
	Environmentally Preferable Purchasing Policy	
	Traffic Calming Program	
✓	**Floodplain Ordinance**	
	Zoning Code	
	Green Building Ordinance	
	Street Lighting	
✓	**Micro-mobility**	• Clallam Transit is currently doing an operational analysis. • First mile/last mile issues with rural transit.
✓	**City council resolutions**	• Several passed on climate. City to provide.
✓	**2010 Wildfire Risk Study by Dwight Barry**	• Clea Rome to provide.
✓	**Land Trust's newest climate study**	• Will be finalized this Spring. • Clea Rome to provide.
✓	**EDF State-led Climate Action Report**	
✓	**E2SHB 2311 and RCW 70A.45.020**	Sets WA state GHG reduction goals: • By 2030, reduce greenhouse gas emissions to 45 percent below 1990 levels, or 50 million metric tons. • By 2040, reduce overall emissions of greenhouse gases in the state to 70 percent below 1990 levels, or 27 million metric tons. • By 2050, reduce overall emissions of greenhouse gases in the state to 95 percent below 1990 levels, or 5 million metric tons, and achieve net-zero greenhouse gas emissions.
✓	**Source?**	• The City has talked about transfer of development rights like the hundreds of acres at Morse Creek.
✓	**Climate Commitment Act (SB 5126)**	• Carbon pricing to fund transportation budget.
✓	**HEAL Act in 2021 legislative session**	• Review for ideas to include in Resiliency Plan.
	2019 Housing Action Plan	•

Active Projects

	Document	Notes
✓	**CAPG list of strategies/actions**	
	ADA Transition Plan	

Brainstorming/Questions

COMMUNITY ENGAGEMENT (MIKE)

What do you hope to achieve through public involvement? How do you see the City's role in this process?

- **Help people understand what this process is trying to achieve.**
  - Destigmatizing biases.
  - Open, public process.
  - Build trust in this process, recognizing high distrust in government among some residents.
- **Actively educate about sustainability practices.**
  - Community-level.
  - Help people understand the basics.
  - Integrate climate education into classrooms: 6th grade is common for science courses for helping understand climate mitigation decision-making process of Cities.
    - We have an opportunity to help people understand the direct impact of climate change (e.g., Parks & Recs manages stormwater near a school).
- **Cohesive, self-sustaining community group** ready to move forward on plan objectives and future planning efforts.
  - Potential website.
  - A potential board that actively engages with this plan and gives City Council recommendations on spending priorities.
- **Inspire community buy-in** to the shape of the development to come by explaining how this opens new opportunities, improves their quality of life, and how much money they can save.
  - Understand how the Resiliency Plan benefits the individual, economically and otherwise.
- **Ensure compliance with the Open Public Meetings Act**.
- **Keep the community engaged,** recognizing the wealth of information that is being shared virtually now and looking ahead to the end of the pandemic.
- **Engage communities that are traditionally less involved.**
  - Make this topic real and tangible, not an abstraction.
  - Make engagement feasible in the time people have available.
  - Meetings should be easily accessible (e.g., in-person meetings should be within walking distance).
- Recognize unique time to act in our country right now.
- City role: GHG reporting and accountability.
- Provide a **historical timeline/narrative of community sustainability/resource availability/quality of life** for residents from 150 years ago to now. The historical narrative

may help outline how population growth has impacted the environment (e.g., memories of when "logging was king and fishing was queen" and "Timber Wars" OPB podcast).

Who are the key stakeholders and community groups in Port Angeles? Who is typically left out? Who are the strongest proponents and critics?

- **City Council is very supportive of climate action**. 4 members of the City Council have school age children at home, so we have input from working families.
- **Find different champions for climate messaging** (e.g., different effect of having National Guard talk about safety concerns with climate change).

Stakeholder Group	Specific Organizations	Notes
Local businesses Chambers Business associations Workforce development	• Port Angeles Business Association • Port Angeles Regional Chamber of Commerce • Economic Development Council (EDC)	
Major employers	• City of Port Angeles • Clallam County • Olympic Medical Center • US Coast Guard • McKinley Papermill • North Olympic Healthcare Network • Peninsula College Olympic National Park Westport Yachts • Port of Port Angeles • Clallam PUD	• Port of Port Angeles controls seaport and airport • Clallam PUD provides utility service to rural areas.
Housing Homeowners Homeowner associations Housing assistance providers Building owners & property managers	• North Olympic Builders Association	
Services Food banks Food recovery and donation Hospitals and clinics Libraries		
Environmentalists	• Olympic Discovery Trail (cyclist group)	
Transit/transportation advocates	• Clallam Transit	
Historically marginalized groups Tribal Nations Communities of color Limited/Non-English speaking communities Immigrant/refugee communities Households with low income People experiencing homelessness	• Lower Elwha Klallam Tribe	
Faith-based communities		
Developers		

Stakeholder Group	Specific Organizations	Notes
Education	• Peninsula College • Port Angeles School District • Nature Bridge • Tribal schools	• Opportunities for engaging children and their parents through tours of city infrastructure (e.g., landfills and mills). • Meet people where they are – reach parents through their kids. • Virtual meetings can be more accessible. • After school programs. • Engaging with Native American students through afterschool or HeadStart programs (e.g., Native American club at high school; Headstart at Lower Elwha Klallam Tribe school).
Local media		
Other community groups	• Volunteer CAPG • Young families (who don't have time to engage)	• Engage with schools.

For those already engaged, what level of engagement has occurred? Any initial thoughts on the level of engagement for new stakeholders?

This question was not discussed.

Table 1. Level of engagement, adapted from the Movement Strategy Center. Note that it is really difficult to go "back" in level of engagement.

1 **Inform**	2 **Consult**	3 **Involve**	4 **Collaborate**
Educate members of the group about the rationale for the project or decision; how it fits with City goals and policies; issues being considered, areas of choice or where input is needed.	Gather information and ask for feedback from group to better inform the City's work on the project.	Work directly and consistently with group to ensure their concerns are understood and considered in the City's planning process.	Create a partnership to work along with groups and give them meaningful ownership developing and implementing the planning process or project.
Activities			
• Social Media • Emails/Newsletters • Open houses • Presentations • Factsheets	• Online surveys/polls • Public comment • Focus groups	• Interactive workshops that engage volunteers • Community forums	• Citizen advisory committees • MOUs with community-based organizations

Thinking about those who like to be involved throughout planning processes, what engagement and communications approaches have worked well in the past? What has not worked well? Any new ideas based on lessons learned?

- Virtual Workshops for active feedback
- Presentations
- Mailers with utility bills
- Social media: Facebook, Instagram, Twitter, Next Door, etc.
- City newsletters and e-newsletters

- City website
- Surveys online
- School classes – target online classes and virtual engagement.
- Installations – info displays at popular destinations (e.g., parks, trails, libraries)

Worked Well	Didn't Work Well	New Ideas
- Short meetings - Easily accessible meetings - Briefings/1:1s **Clallam County has a robust emergency resiliency outreach effort e.g. Undersheriff Ron Cameron, Health Officer Dr. Allison Berry, Anne Chastain with Emergency Management**	Planning Commission Subcommittee special meetings without prior planning – staff workload capacity issues (records and notification)	Make it fun, positive, focused on solving multiple problems at once. Nextdoor App

Thinking about those who prefer to be involved only at key decision points in a process, what engagement and communications approaches have worked well in the past? What has not worked well? Any new ideas based on lessons learned?

This question was not discussed.

Worked Well	Didn't Work Well	New Ideas

Who is/should be involved from the City government? Do you plan to engage City Council, Boards, and Commissions and if so, at what points in the process?

This question was not discussed.

Ideally contacts will have some combination of the following:

- **Familiarity** with department operations
- **Knowledge** of budget procedures
- **Authority** to implement strategies

Based on everything discussed, does the project approach still feel right?

This question was not discussed.

GREENHOUSE GAS (GHG) INVENTORY (TRISTAN)

★ **Which year would you like to assess as part of the inventory?**

Most jurisdictions choose the latest available calendar year (not a fiscal year), in this case 2020, because data is typically reported using the standard calendar year and is easier to use. However, given the inconsistencies within 2020, we recommend considering the following factors in making a decision:

- Years that will be used for climate action goals (e.g., to be able to compare to other jurisdictions)
- "Typical" year for the locality (e.g., no unusual weather or economic conditions). In this case, 2019 may be a more accurate representation of trends and conditions.
    - **Confirmed 2019 for community and municipal inventories** but check with County planning timeline.
        - Allyce Miller from Lower Elwha Klallam tribe reports that they are performing a carbon inventory for 2013 and 2019 under ICLEI software, with the possibility of doing 2020 as well.
- Years that correspond to City planning intervals/dates. 2024 is the next GMA periodic review update, which may include a limited shoreline master program amendment concurrently.

★ **Which emissions sources to include?**

Cascadia will include, at a minimum, emission sources required by the U.S. Community Protocol and Local Government Operations Protocol (see table and graphics below).

- 2007 Peninsula College inventory found forestry and transportation were large emitters on North Olympic Peninsula.
    - Volunteer group has focused on transportation because most electricity comes from hydropower.
- Wastewater and landfill—landfill is capped and has flare that burns small amounts of methane.
- Interest in locally generated energy.
- **Don't have natural gas—only have propane. Have 2-3 distributors**.
- Angel can get **list of diesel and propane generators**.
    - Elwha public facilities have back-up generators that are diesel/propane.
- Could use **building permits for wood stove** estimates.
- Outside scope of a normal carbon inventory, but **emissions from large ships idling or moving in the harbor** are a huge source of emissions.
    - Port does have shore power available when docked (using municipal electricity), so we will be measuring ships when docked anyway.

- Consider the indirect cost of energy sources to other resources (e.g., people refer to hydro as clean energy, but dams significantly impact salmon populations).
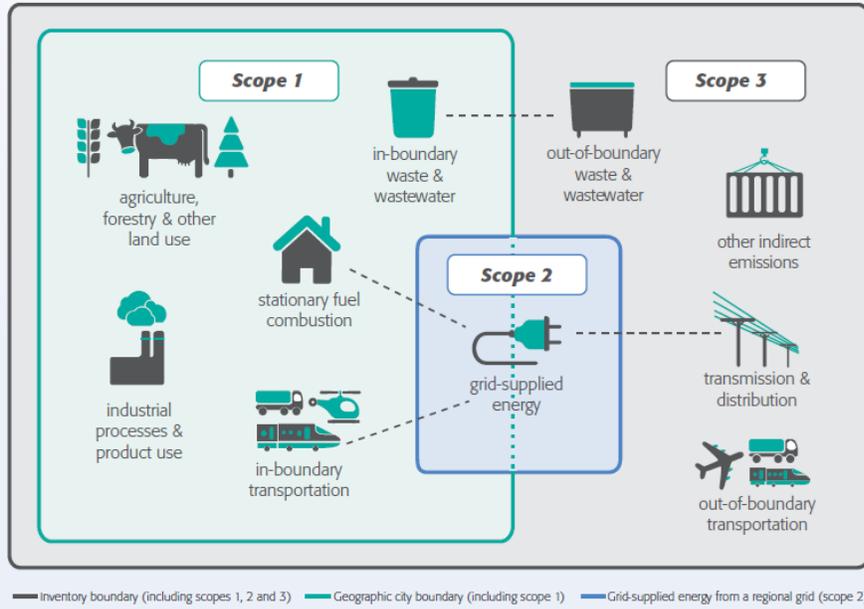
For municipal inventory:

- Facilities probably has refrigerants data.
- There is an employee commute trip reduction tool for Port Angeles.
  - CED Dept: Last commute reduction survey was performed in 2010.

*Community inventory emissions sources and scope categories*

Emissions Type	Required?	Scope 1	Scope 2	Scope 3	Notes
Residential Energy					
Electricity	✘		✓		
Natural Gas	✘	✓			
Commercial Energy					
Electricity	✘		✓		
Natural Gas	✘	✓			
Industrial Energy					
Electricity	✘		✓		
Natural Gas		✓			
Transportation					
On-Road Passenger Vehicles	✘	✓			
On-Road Freight Vehicles	✘	✓			
On-Road Transit Vehicles		✓			
Off-Road Vehicles and Equipment		✓			
Air Travel				✓	
Solid Waste, Potable Water, and Wastewater					
Solid Waste	✘			✓	
Potable Water Use Energy*	✘		✓		
Wastewater Treatment	✘		✓		
Refrigerant Leakage	✘	✓			
Agriculture		✓			

* Potable water use energy—energy associated with treating and distributing potable water systems in Port Angeles (e.g., from pumping stations)—would be included in the non-residential energy consumption sector. Energy used for pumping individual wells would be included in the residential energy consumption sector.

Municipal inventory emissions sources and scope categories

Emissions Type	Required?	Scope 1	Scope 2	Scope 3	Notes
Buildings and Facility Energy					
Electricity	✘		✓		
Natural Gas	✘	✓			
Streetlights and Traffic Signals	✘		✓		
Transportation					
On-Road Fleet Vehicles	✘	✓			
Off-Road Vehicles	✘	✓			
Employee Commute				✓	
Business Travel				✓	
Solid Waste, Potable Water, and Wastewater					
Solid Waste	✘			✓	
Potable Water Use Energy	✘		✓		
Wastewater Treatment	✘		✓		
Refrigerant Leakage	✘	✓			
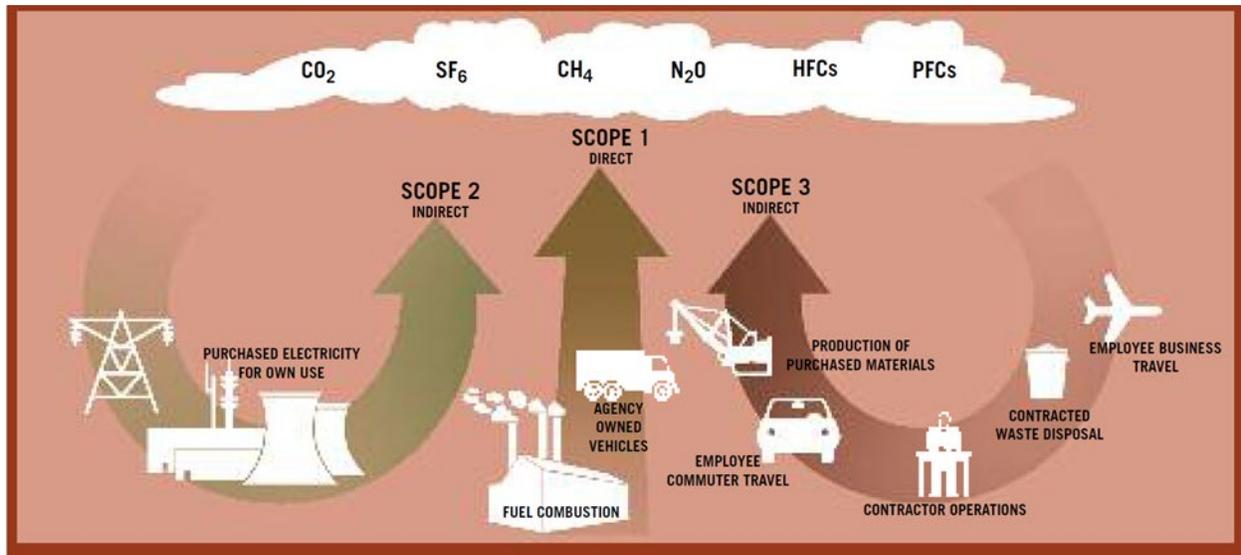
PLAN DEVELOPMENT (ANDREA MACLENNAN)

★ **How do you intend to use the Climate Resiliency Plan document (e.g., communications, implementation, public-facing)?**
- Plan for enhancing Critical Areas and Shoreline Master Program updates expected prior to 2024. GMA requires the **City to align with best available sciences and best practices.**
- **Cost/cost abatement and financing**. Interest in **carbon market/pricing mechanisms**.
- Prioritize **infrastructure development** and means to reduce emissions.
- Help meet GHG reduction goals on a civic-level.
- Using the document to **engage community on bigger picture issues like climate, zoning, and transportation**.
- **Tool for City Council—single comprehensive, cohesive plan**—to use to make decisions and prioritize investments.
  - Merge the final product with the **Comprehensive Plan** to convince City Council members to make major investments.
  - A way to integrate a lot of the other items the City does and plans they have.
  - Coordinate with stormwater basin planning and stormwater/sewer inventory.
- A guide for **climate refugees** and being ready to receive them without sacrificing sustainability.
- **Educational tool**—talking points that can be used to help the community to understand recommendations for changes in daily life of a family.

★ **What does "climate resiliency" for Port Angeles mean?**
- **Tied to ability to function on the Peninsula**, given larger global issues that will affect ability to function and access community.

- **A healthy watershed and natural resources**, which support high quality of life.
- **Self-sufficiency.**
- **Adaptation to sea level rise, drought, and wildfire** while contributing to worldwide effort to mitigate carbon.
- **Walkable neighborhoods.**
- Development patterns that support resilience (e.g., not having sprawl which increases wildfire risk).
- **Triple bottom line: prosperous, inclusive, proactive.**

★ **Looking back: reflections from past planning efforts. What went well? What didn't?**

- Successes
  - Give community **enough time** to react and respond; don't force timing.
- Challenges
  - Limited staff **capacity**.
  - Generating an **actionable** result.
  - Actively engaging the community in a **positive** or actionable way to build plans, codes, etc.
  - Hope that this plan can help re-write the comprehensive plan.

★ **What is the balance of actions envisioned for this plan (e.g., community-municipal, resilience-carbon reduction)?**

For example, a 60:40 split between community and municipal actions would be a community-focused plan.

- Assist evaluation of **capital facilities plan** and how those projects are developed.
- Recommend **developing balance as part of public process.**
- Whatever we do, **base it in reality.**

What are your general concerns or questions about climate change or climate action?

This question was not discussed.

Are there particular climate risks you are worried about? Particular assets or vulnerabilities to pay attention to?

- **Access to US 101.**
- **Summer drought and sea level rise are existential threats.**
  - The Elwha River has **low summer flow and provides the City's water supply.**

- o Adaptation International's work on sea level rise suggests Port Angeles housing stocks may be less vulnerable.
    - ▪ This work uses a bathtub model that does not consider shoreline change, armoring, etc. so it may be an incomplete picture.
  - o Working on groundwater wells in the summer.
- **Stormwater system in light of increased precipitation.**
  - o Rain and snow events have already overwhelmed the new stormwater system.
- **Catastrophic wildfires** (see Barry study).
  - o May destroy power lines.
- **Housing availability for current residents and future climate refugees**—maybe from CA and areas where air conditioning is a must.
- **Shoreline impacts** from rising sea levels.
  - o Region may be okay according to Richie.
  - o Will need to consider the impacts of existing structures built on the shoreline.
- **Sluicing due to increased extreme precipitation**.

RISKS (ANDREA MARTIN)

These items were not discussed in the kick-off, but represent the risks discussed during preceding agenda topics. ***Participants will send input over email.***

Risk	Mitigation/Action
Inventory **data collection** challenges/delay for GHG inventory	- Start data collection early. - Provide clear data collection checklist with guidance on sources/contacts. - If needed, use default factors as indicated by protocol, with ability to update when information is available.
Political risk (e.g., Is Council ready to own and commit to the strategies in the plan?)	*None. This was not noted as a major risk during the kick-off meeting.*
Community support & capacity **Distrust in government**	**Engage audiences who are not traditionally involved.** **Meet people where they are.** **Make it real, not an abstraction.** - Engage early and have one-on-one conversations to allay concerns. - Make sure tradeoffs and co-benefits are clear. - Transparent and honest communications and engagement.

Risk	Mitigation/Action
Other issues seem more important or dilute/divert the attention away from climate change (i.e. COVID, equity, affordable housing, transportation) **We are overwhelmed virtually**	• **Highlight economic benefits.** • Incorporate equity considerations within every conversation. • Discuss with the public what priorities are, emphasize the plan is a "living" document. • Call-out connection between key issues and climate change. • Transparent and honest communications and engagement.
Staff capacity	• Good plan for how to keep stakeholders and community members informed/involved/responsive. • Realistic deliverable dates
Plan sits on a shelf	• Engage community/City through process. • Make it relevant and "real." • Ready to respond/inform each annual CFP prioritization process.
	•

Project Logistics (optional; P.J.)

Key Dates & Deliverables were discussed. All other topics in this section were not discussed.

OVERARCHING ROLES

These roles are intended to be consistent with—not replace—the roles outlined in the contract.

Cascadia	City of Port Angeles
• Provide community and municipal inventory data collection instructions and guidance. • Analyze emissions using ClearPath software and file folder organization.	• Lead community and municipal inventory data collection based on Cascadia guidance and instructions. • Lead public engagement implementation, with Cascadia's support and guidance. • Coordinate with City Council and the Planning Commission.

Cascadia	City of Port Angeles
• Lead public engagement strategy development, resiliency plan strategy development, and report writing. • Support and lead some aspects public engagement implementation, such as managing the volunteer group. • Facilitate and support planning process. • Draft and finalize plan. • Train staff on GHG inventory methodology. • Facilitate team meetings. • Invoicing and budget management.	• Coordinate with internal City staff to support community engagement and plan development (liaise w/departments, support strategy development, set up city staff interviews). • Reviews draft deliverables. • Participates in check-in meetings and staff trainings.

★ KEY DATES & DELIVERABLES

Project Timeline
With **Tasks** and Deliverables (✦)
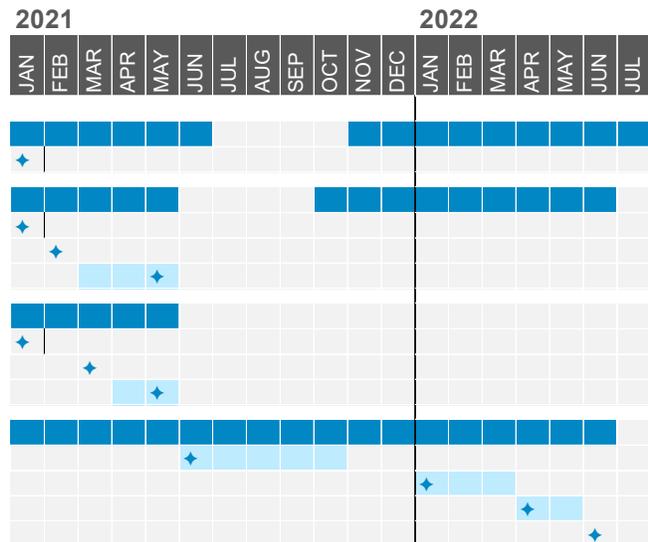
OTHER KEY DATES OR DEADLINES TO KEEP IN MIND?

- City Council meets Tuesday evenings
  - 1st and 3rd Tuesdays: Meeting
  - 4th Tuesday: Work session
- Planning Commission meets 2nd and 4th Wednesdays in the evenings
- Council breaks? Planning Commission breaks?
- Other Boards/Commissions to engage? If so, how many times?
- Other outreach activities to leverage (e.g., summer festivals, farmers market)?
- Any periods of time that are difficult for engagement? (e.g., fall break, holidays, etc.)

TECHNOLOGIES/COMMUNICATIONS

- SharePoint or Google Drive? – file folders for data collection and analysis
- Project timeline – options for tracking project timeline
    - Smartsheet – detailed live tracking service but requires additional hours to set-up
    - Excel – simplified live tracking service w/ minimal set-up
        - Workbook can still change dates and track progress.
    - Word – simple workplan but is more static since it does not include a live tracking element like Smartsheet and Excel
    - Other?
- ClearPath – for housing GHG inventory
    - Cascadia to use ICLEI permission for our own log-in.
- Teams/Zoom/Skype – check-in and conference calls
    - Preference?
    - Allow for longer lead time to plan all tasks given communications challenges of COVID.
- Website – will the City have a website for the planning process?
- Style Guide/Graphics:
    - Does the City of Port Angeles have a style guide that they would like the final report and associated materials to follow?

TEAM COMMUNICATIONS

- P.J. included on all project management communication (budget, invoices, timelines, final deliverables)
- P.J., Mike, and Tristan included on all project content communication.
- Biweekly phone check-in meetings with P.J.; other Cascadia team members will be included when needed (P.J. will facilitate).
- Do we need to cc: anyone on the City end?

NEXT STEPS

Port Angeles

- Send materials to Cascadia.
    - City logos (eps and jpeg/png).
    - City style guide.
    - City templates, eg for reports, presentations, etc.
    - Documents and resources "checked" in the Background section, as you wish.
- Clea Rome to share 2010 Wildfire Risk study (Dwight Barry) and once available, Land Trust climate study.
- Review kick-off meeting notes. Add to Risks.

Cascadia

- Pull together a kick-off meeting notes summary and send it out for review.
- Begin developing Public Engagement Plan.
- Begin data collection process for GHG emissions inventories, including:
    - Provide list of diesel and propane generators.
    - Provide list of building permits for wood stove estimates.
    - Emissions/power used from large ships idling or moving in the harbor.
    - Employee commute reduction survey.