



CITY OF BEND

# Meeting Minutes

## Environment and Climate Committee Meeting

Location: Council Chambers, 710 NW Wall Street

Date: January 9, 2025

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The meeting of the Environment and Climate Committee (ECC) was called to order at 11:36 a.m. on Thursday, January 9, 2025, in the City Council Chambers, 710 NW Wall Street, and online.

- 1. Roll Call:** Andrew Calise, Kavi Chokshi, Kellie Jensen (online), Laura Tabor, Mark Buckley, Neil Baunsgard, Nick Millar, Ray Hartwell, Rory Isbell, Scott Nordquist, Smita Mehta

Absent: Jackie Mueller (ex officio), Sasha Sulia (ex officio)

### 2. Approval of Meeting Minutes

12/12/24 Meeting Minutes

Approved with no additions or corrections.

### 3. Public Comment (2 minutes each)

Visitors can use "Raise Hand" feature when prompted to provide public comment

None.

### 4. Staff Updates | Cassie Lacy, Senior Management Analyst

Slides included:

- Staff Updates
  - Welcome to new members: Nick Millar, Ray Hartwell, Scott Nordquist
  - Council Advisory Body Summit: Tuesday 1/14 4:30 p.m.

Members and staff briefly introduced themselves.

### 5. Chair and vice-chair elections | decision

Slides included:

- Office Elections:
  - Vice Chair Nominations
    - Rory Isbell
    - Laura Tabor
  - Chair or Vice-Chair Nominations:
    - Mark Buckley

Baungsgard opened nominations for the position of Chair. Mark Buckley self-nominated prior to the meeting.

Buckley self-nominated for the Chair position. Hartwell seconded the nomination.

The vote to elect Buckley as Chair passed 11-0.

Yes: Calise, Chokshi, Jensen, Tabor, Buckley, Baungsgard, Millar, Hartwell, Isbell, Nordquist, Mehta  
No: none

Buckley opened nominations for the position of Vice-Chair.

Rory Isbell, Laura Tabor and Mark Buckley self-nominated prior to the meeting. Buckley rescinded his self-nomination.

Baungsgard explained the election process. Each nominated candidate requires a motion and a second, followed by a vote to elect that candidate. Members may vote only for one candidate. The candidate receiving the majority of Committee votes will win the election.

Isbell self-nominated for the Vice Chair position. Chokshi seconded the motion.

Vote for Isbell – Yes: 4

Yes: Isbell, Chokshi, Mehta, Jensen

Tabor self-nominated for the Vice Chair position. Calise seconded the motion.

Vote for Tabor – Yes: 7

Yes: Tabor, Nordquist, Buckley, Calise, Millar, Hartwell, Baungsgard

Isbell moved to accept the results of the vote, electing Laura Tabor as Vice Chair. Hartwell seconded the motion.

The vote to accept the results of the vote, electing Laura Tabor as Vice Chair passed 11-0.

Yes: Calise, Chokshi, Jensen, Tabor, Buckley, Baungsgard, Millar, Hartwell, Isbell, Nordquist, Mehta  
No: none

## 6. Outreach and Education Plan | Megan Lee, Management Analyst

Slides included:

- Outreach and Education/Engagement Plan Update

Lee reviewed the **ECC Engagement and Communications Strategy for 2025 Memo**. See attachment A for the memo.

Mehta requested staff check in with the committee so ECC members can recommend timely topics for the monthly newsletter.

Lacy suggested adding a standing item at the end of each meeting for members to provide feedback on proposed monthly topics.

Lacy clarified that the City plans to outsource the energy navigator position.

Buckley would like the committee to be involved with communications as ECC members have topically specific expertise.

Chokshi would like to engage committee members from the starting phase to ensure the quality of communication & engagement content.

Chokshi expressed concern over the key message of the memo, “Empowering Change, Preserving Tomorrow: Together for a Greener World,” and would like to make it more specific to resonate more strongly with the community.

Chokshi expressed concerns over the reach of newsletter and encouraged a promotion plan.

Chokshi encouraged equity and developing an engagement plan for underrepresented communities, including dissemination and translations of materials.

Tabor suggested implementing newsletter campaigns to focus on a particular issue for a longer period of time.

Lee responded that campaigns build off previous learning and staff plans to start with foundational education and outreach in the first year and introduce focused campaigns in the future.

## 7. CCAP discussion: current status and next steps | all

Slides included:

- CCAP Process
  - May/June 2024 – refined existing action list
  - July/August 2024 – new action generation
  - September 2024 – full committee review of new action list

- October/November 2024 – Greenhouse gas (GHG) modeling and community survey
- December 2024 – preliminary results of GHG modeling and survey shared
- Next Steps
  - Finalize and vote to approve CCAP Update action list
  - Determine other implementation recommendations
  - Deliver recommended CCAP update to Council
- Committee Discussion Questions
  - Are you ready to discuss finalizing the proposed list of CCAP actions at the next meeting or do you need to refine and discuss it more?
  - Do you support the staff recommendations for CCAP implementation and want to include as part of the CCAP update recommendation package to Council?
    - Recommendations include identifying new revenue source and establishing community partner grant program
  - Do you have other CCAP implementation or similar recommendations to include as part of the recommendation to City Council

Millar expressed concern over the length of the list of recommendations and the time and resources it would require to implement. Millar suggested narrowing the focus.

Lacy suggested the committee develop a two-year prioritization list.

Lacy identified next steps: Go through actions and provide clarification to new members at the next meeting, then decide if the committee wants to approve the list or rework it.

## 8. Agenda Review

## 9. Adjourned at 1:01 p.m.

Respectfully Submitted,

Ashley Bontje  
Deputy City Recorder



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