



JUNEAU COMMISSION ON SUSTAINABILITY WORKSESSION AGENDA

April 19, 2023 at 12:00 PM

Zoom Webinar

<https://juneau.zoom.us/j/88069534778> Meeting ID: 994 716 6989 or

Phone +1 253 215 8782 US (Tacoma)

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION

F. AGENDA TOPICS

- [1.](#) Open Meetings Act Guidance – Beth McEwen (CBJ City Clerk)
- [2.](#) Airport EV Charging Response – Steve Behnke (JCOS)
3. EV Charger Grant – Alan Steffert (CBJ)
4. Energy Efficiency and Conservation Block Grant – Denise Koch (CBJ)

G. INFORMATION ITEMS

H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

5. JCOS Outreach Committee Report Out – Marian Call (JCOS)

I. NEXT MEETING DATE

Regular Meeting	May 3, 2023 12 PM @ZOOM
Monthly Work Session	May 17, 2023 12 PM @ZOOM
Regular Meeting	June 7, 2023 12 PM @ZOOM

J. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org.

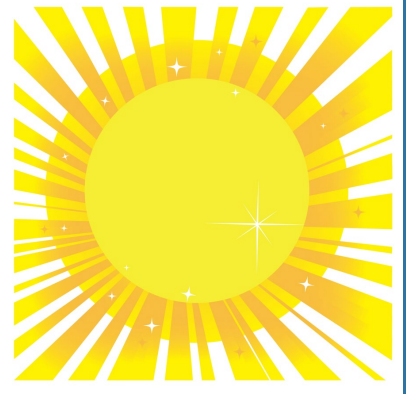
Open Meetings Act 101

AKA - The Room Where It Happens!

April 19, 2023 Presentation by
Municipal Clerk Beth McEwen



Meetings are OPEN to the public



► Open Meetings Act

Alaska Statute [AS 44.62.310-312]

All government meetings are open to the public.

The public must be told about the meeting:

What, When, Where, and preferably Why

The public has a reasonable opportunity to be heard at regular and special meetings.

[AS 29.20.020(a)]

OMA = *The People's Business*

AS44.62.312. State policy regarding meetings

(a) It is the policy of the state that

- (1) the governmental units mentioned in AS 44.62.310(a) exist to aid in the conduct of the people's business;
- (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
- (3) the people of this state do not yield their sovereignty to the agencies that serve them;
- (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
- (6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.

(b) AS 44.62.310(c) and (d) shall be construed narrowly in order to effectuate the policy stated in (a) of this section and to avoid exemptions from open meeting requirements and unnecessary executive sessions.

This information applies to all municipal governmental bodies

- Elected - Assemblies, Councils, School Boards
- Appointed - Planning Commission, Advisory Boards, Enterprise or Empowered Boards
- Subcommittees of all of the above
- Appeal Boards - “Quasi-Judicial”

What Constitutes a Meeting?

The Alaska Supreme Court has broadly interpreted the term "meeting", and has held that investigation, fact gathering, discussion, and deliberation, whether formal or informal, by a public body is covered by the OMA.

The OMA does not, however, regulate the social activities of public officials.

What Constitutes a Meeting?

Section F, Item 1.

What constitutes a meeting for purposes of the OMA is addressed by the OMA, which provides two standards: one for bodies that have the authority to make establish policies or make decisions, and another for bodies that may advise or make recommendations.

The same OMA rules apply for any subcommittees or work sessions of those bodies.

What Constitutes a Meeting?

Policy Making Bodies

Section F, Item 1.

For policy-making bodies, the law says that a "meeting" occurs when more than three members or a majority of the members, whichever is less, are present and they collectively consider a matter upon which their body is empowered to act.

What Constitutes a Meeting?

Advisory Bodies

For advisory bodies, a "meeting" occurs when more than three members or a majority of the members, whichever is less, gather at a prearranged meeting for the purpose of considering a matter upon which the governmental body is empowered to act. Notice that the OMA does not apply to impromptu or chance encounters of members of an advisory body.

Meetings DOs & DON'Ts

DOs:

- ▶ Use Staff liaisons as the hub of the wheel whenever communicating about board business;
- ▶ Have agendas and minutes for all meetings - even subcommittees or worksessions;
- ▶ Schedule your meetings far enough in advance to include in the usual CBJ Public Notice venues (CBJ website, Juneau Empire ad, & Social Media postings)

DON'Ts:

- ▶ EVER USE Reply All if all the board members are sent an email;
- ▶ Get into serial meeting scenarios either in person or via technology.

NO QUORUM? NO MEETING!

- AS 29.20.160 (c) A majority of the **total membership of a governing body** authorized by law constitutes a quorum.
- In the absence of a quorum, any number of members may recess or adjourn the meeting to a later date.
- Even if your board/committee has vacancies you need a simple majority of the total membership.
- For subcommittees, quorum is based on majority of subcommittee membership.

<u># of Members</u>	<u># for Quorum</u>
9	5
7	4
5	3
3	2



Actions taken in violation of the Open Meetings Act are voidable.

- ▶ This means - you might have to do it all over - again!
- ▶ Avoid serial or impromptu meetings.
- ▶ Online Document Share Programs - So Tempting, BUT Just Don't Go There!



Questions?

Remember...We're all in this together!



Contact us if you have more questions:

City.Clerk@Juneau.gov

907-586-5278

Juneau Commission
on Sustainability

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www.juneau.org/sustainability
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April 17, 2023

From: Gretchen Keiser, JCOS Chair

To: Patty Wahto, Juneau International Airport

Re: JCOS Response to Patty Wahto April 3 e-mail - DRAFT

Thank you for your e-mail of April 3, "JNU and EV stations", updating JCOS on plans for EV charging at the airport. We appreciate that you have consulted with Devon Kibby of JEVA/AKEVA, and that you have incorporated JCOS's suggestions from Steve Behnke's February 22 e-mail.

Your proposal, outlined to the PWFC on April 3, is a reasonable approach to providing public EV charging at the airport. We strongly support installing conduit and wiring for two Level 3 (fast) chargers in the Short Term/Long Term lots. We recommend that the 4 spaces for these chargers be reserved and separated spatially from the parking area to reduce conflicts between parking and EV charging -- which are quite different functions.

We also support providing Level 2 chargers in the Employee lot. In fact, as long you are providing conduit/wiring for these, it might make sense to provide extra standard outlets in additional locations so that employees could use Level 1 chargers if they chose to. You might want to consult with Devon Kibby about this option.

As we've discussed, the Airport agreed to several specific conditions supporting the Juneau Renewable Energy Strategy goals for EV adoption in return for JCOS and the Assembly granting the exception to the LEED process for the North Terminal project. From the city manager's May 23, 2019 letter to the Assembly these conditions included:

- i. Program purchase of one or more EVs for airfield use.
- ii. Plan and program installation of EV chargers.
- iii. Agree to install EV chargers in the public parking lot when the lot is next repaved.
- iv. Consider incentives for rental car companies to provide EVs as part of rental car fleet.

Your April 3 memo to the PWFC addresses items ii. and iii. It also refers to item i. noting that you concluded snowplows are not feasible for electrification. Surely the airport has other types of vehicles that could be electric, such as light vehicles or pickups?

You also mention that rental companies could install their own EV chargers in the rental lot. What incentives do you see the airport providing, to meet condition iv.?

Again, JCOS appreciates your progress on support for EV's at the airport, and will be glad to assist in applying for grants for EV chargers.