

1                                   **City of Lake Forest Park – Climate Policy Advisory Team**  
2                                   **Regular Meeting Minutes: December 18, 2024; 7:00-9:00pm**  
3                                   **Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**  
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5 **CPAT members present:** Chair David Kleweno, Vice Chair Anne Udaloy, Miriam Bertram, Sarah  
6 Phillips, Janne Kaje, and Victoria Kutasz

7  
8 **Staff and others present:** Mark Hofman, Community Development Director; Alexandra Doty,  
9 Cascadia; Maddie Seibert, Cascadia

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11 **Members of the Public present:** none

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13 **CPAT members absent:** Stacey Spain, Jessica Côté (alternate)

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15 **Call to order:** Chair Kleweno called the meeting to order at 7:00 PM

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17 **Welcome and Introductions:**

18 **Discussion question: What are you grateful for? What’s been percolating or coming up for**  
19 **you lately?**

20 The CPAT members discussed reflections on the community and community support.

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22 **Adoption of Agenda:** Vice Chair Udaloy motioned for the agenda to be approved, CPAT member  
23 Kutasz seconded. The agenda was approved unanimously.

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25 **Approval of Meeting Minutes:** Chair Kleweno suggested edits to the minutes. CPAT member  
26 Phillips made a motion to approve the November 19, 2024, Meeting Minutes with the suggested  
27 edits. Vice Chair Udaloy seconded and the motion to approve the minutes was carried unanimously  
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29 **Public Comment:** No public comments.

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31 **New Business:**

32 **Review Preliminary results from the policy audit to launch CPAT review**

33 Ms. Doty from Cascadia gave a presentation on the results from the policy audit. Ms. Doty broke  
34 down the details of the policies by climate impact. The CPAT members asked questions to Ms. Doty  
35 surrounding the research of climate change impacts and how the data was collected for the policy  
36 audit. Ms. Doty also stated that the full policy audit database and memo will be available by  
37 December 23, 2024.

38  
39 **Share a preview about the City-wide GHG inventory process**

40 Ms. Doty provided key municipal inventory milestones and deadlines, including the deadline for the  
41 final report by April 29<sup>th</sup>. The CPAT members provided questions about the community wide  
42 inventory and methodology.

43  
44 **Old Business:**

45 **Confirm the engagement plan and provide updates on the next steps**

46 Ms. Doty mentioned that the Engagement Plan has been finalized based on CPAT feedback. The  
47 webpage content is currently in development. Ms. Doty also mentioned that engagement will be

1 regularly updated to the CPAT members during meetings.  
2

3 **Share a reminder of the upcoming CPAT meetings and topics for 2025**

4 Ms. Doty reviewed the calendar timeline and reviewed the project activities and how they relate to  
5 the community engagement plan.  
6

7 **Review action items from the November meeting**

8 Ms. Doty went over the review action items. The CPAT members suggested a forward action item  
9 list via email to help during meetings.  
10

11 **Next Meeting:** Tuesday, January 21, 2025  
12

13 **Adjournment:**

14 CPAT member Kaje made a motion to adjourn the meeting, CPAT member Kutasz seconded, and  
15 the motion was carried unanimously. Chair Kleweno called the meeting to adjourn at 9:00 PM.  
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17 APPROVED:  
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20 David Kleweno, Chair of Climate Policy Advisory Team