



City of Woodland

**SUSTAINABILITY ADVISORY COMMITTEE
SPECIAL MEETING
MEETING MINUTES – JANUARY 20, 2021
VIA TELECONFERENCE**

1. Call to Order

The meeting was called to order at 6:02 p.m.

2. Roll Call

Members Present: Mark Aulman, Rolf Frankenbach, Allison Martin, Catalina Munoz, Sara Schremmer, Raul Tadler, Robert Ullrey

Absent: Liza Grandia

Staff Present: Ken Loman, Stephen Coyle

3. Public comment

None.

4. Member reports (Information Item)

Frankenbach: Rolf reported on two items of interest: first, he reminded the committee that he had previously reported that the Woodland Tree Foundation would be working with staff to develop a draft update to the City's tree ordinance and now reported that a draft had been submitted to Mayor Stallard for his feedback. Second, he recommended that members watch the documentary by David Attenborough titled *A Life on Our Planet*, which is available through Netflix.

Aulman: Mark let the committee know he has heard concerns from members about meeting length and will be working to adhere to the scheduled durations for agenda items.

Munoz: Catalina shared that she had attended a webinar on adaptation from the Strategic Growth Council and recommended members view the recording (webinar recording available at: <https://youtu.be/po7R473AnIc>). Catalina also said she had received a report from Liza Grandia by email, which she was asked to read.

Grandia (via email): I regret not being able to attend this evening. Through a difficult year of longhaul COVID, I pushed myself to attend meetings, but I have lost significant good faith in this protracted work planning process and need to focus on my health this week.

After more than a year of meetings, it remains unclear if staff want our committee to succeed. Are we here to bring new ideas? To share our professional contacts? To advise the council on upcoming debates? To be an extra pair of volunteer arms for staff? To represent a broader set of community voices on these issues? To bring new ideas to the table? To contribute research and policy analysis to specific problems? To identify best practices?

Any of the above would be acceptable. However, to accomplish anything we need (a) clear, concise information about what the City is doing, (b) candid feedback from staff about gaps and areas not covered, (c) a willingness to be bold and creative in environmental problem solving, and (d) clear and efficient mechanisms for communicating with council and other commissions.

We have devoted far more of our time to discussing incessant legalism when *no one from the public has even attended our meetings*. The prohibitions on our committee have reached a level of absurdity. (Can we seriously not make a Doodle poll to figure out when to meet? Can we not be allowed to check our email through our phones? Why can we not get a simple answer to how many people are already on the EnviroWoodland listserv? Will we even be permitted to use this for outreach or are we expected to invent a new infrastructure?)

While people speak of diversity and reaching the most vulnerable segments of our community, we have yet to receive the Civic Spark report however incomplete it might be. In the meanwhile, several of us recruited Woodland's top climate grassroots activist to apply for the vacant seat. Her application has yet to be acknowledged, much less approved.

Aulman: Mark noted that a recent applicant for the committee's vacancy has not had her application acknowledged.

There were no other member reports.

5. Staff reports (Information Item)

Ken reported that Waste Management would not be providing monthly updates for a while as they refocus their outreach efforts on getting to know the City's new council members and updating their outreach plan. He also reported the City had secured a small grant from the Yolo Solano Air Quality Management District's Clean Air Funds grant program to help fund the purchase of a solar-assisted electric lawn mower for maintenance of the City's parks. The funds will cover the increased cost of the new mower over the already budgeted costs of replacing the existing mower with a diesel mower. Ken reported that air district staff praised the project for going beyond the usual type of request and demonstrating how smaller projects can make a difference.

6. Update from Waste Management (Information Item)

No representatives from Waste Management were in attendance, as noted in the staff report above.

7. Approve Minutes for December 13, 2020 (Action Item)

On a motion by Raul Tadle, seconded by Sara Schremmer, and carried on a 7-0-1 vote, committee members approved the minutes for the December 13, 2020 meeting.

Ayes: Aulman, Frankenbach, Munoz, Schremmer, Tadle, and Ullrey

Noes: None

Absent: Grandia

Abstentions: Martin

8. Approve Minutes for December 16, 2020 (Action Item)

On a motion by Raul Tadle, seconded by Catalina Munoz, and carried on a 7-0-1 vote, committee members approved the minutes for the December 16, 2020 meeting.

Ayes: Aulman, Frankenbach, Martin, Munoz, Schremmer, Tadle, and Ullrey

Noes: None

Absent: Grandia

9. Discussion of Draft Work Plan (Information/Action Item)

The committee continued the previous discussion of the draft work plan task list and subcommittee presentations from the last meeting. The committee discussed the scope of potential subcommittees and organized the material from the previous meeting into a single task list (attached) with some initial prioritization. Allison Martin suggested an evolution of this structure into a matrix with more specific implementation and timeline information (included in attachment). Mark asked subcommittee to review their original presentations and try to identify top priorities, then to send those to Ken who could combine all the information into the new format. Allison agreed to review and proof read that draft for consistency.

10. Discussion of December 15, 2020 City Council Meeting (Information/Action Item)

The committee discussed remarks made by the City Council during discussion of Item #23 on its December 15, 2020 meeting pertaining to the annual rate adjustment requested by Waste Management. This is normally a non-controversial item; however, because of service issues during leaf-drop season and other customer complaints, Council delayed action on the item. Council discussion included remarks related to the potential role the committee might play in reviewing such matters.

Rolf indicated that he did not see how the committee would fit into the issue before Council, as the committee does not have an oversight role. Allison saw Vice Mayor Stallard's comments regarding contamination as an indication that additional education and outreach is needed by Waste Management and that this committee has an important role to play in monitoring. Mark noted that those comments focused on a lack of communication and the question of whether Waste Management is willing to step up and help educate the public.

11. Discuss long-range calendar (Information/Action Item)

Raul asked for time at the next meeting to discuss formation of standing and ad hoc subcommittees.

12. Adjourn

Prior to adjournment, Deputy Community Development Director Stephen Coyle thanked Rolf and the Woodland Tree Foundation for their work providing and planting trees at the new temporary emergency shelter.

Meeting adjourned at 7:38 p.m.

Sustainability Advisory Committee

Draft Work Plan

See Allison's suggestions below the original table (near bottom of document)

Sub-Committee Structure

Committee discussions about work plan development have identified the need for sub groups focused on these areas. Further discussion is necessary to determine whether these, or other, sub-committees should be established as standing sub-committees or as-needed as ad hoc work groups.

Policy

Provide comments, feedback, and recommendations on sustainability policy and issues related to CAP implementation.

Objectives

- Identify regional, state, and federal policies relevant to City sustainability efforts
- Review and assess City policies for congruence with CAP and sustainability best practices
- Develop and improve a communication network between the committee and City Council
- Ensure that sustainability remains a key issue for City Council
- Ensure that sustainability is included as a component of all City policies and procedures

Programs

Advise and assist staff on sustainability program design and implementation.

Objectives

- Review and identify applicable program ideas from similar jurisdictions
- Develop program ideas for community CAP implementation

Public Engagement & Community CAP Implementation

Serve as a nexus for public engagement, feedback, and education about collective and individual contributions to environmental sustainability and CAP implementation.

Objectives

- Help cultivate community enthusiasm for CAP implementation and environmental sustainability.
- Identify resources to support the promotion of relevant activities and events.
- Collaborate with stakeholders and community institutions to advance sustainability efforts.
- Support City of Woodland staff in implementing relevant community outreach and engagement.
- Develop tech-savvy mechanisms for efficient and inclusive participation.

Draft Work Plan

Tasks

This list includes the items and priorities presented by the sub-committees at the December 13 meeting of the committee.

Priority	Task	Sub-Cte	Timing
1	Encourage city council to sustain adequate staffing to work systematically over the next year with key players, social and economic groups. Result = 5	Public Engagement	
1	Host a virtual forum to discuss and amend the annexes of the Climate Action Plan. Result = 7	Public Engagement	
1	Develop a plan for publicizing City projects and modeling environmentally sustainable behavior, including CAP implementation. Result = 24-15 = 9	Public Engagement	
1	Assist in the development of sustainability policies and best practices that, at the very minimum, meet the standards and support the goals of the CAP 10	Policy	
1	Develop a streamlined evaluation process examining how existing and proposed policies and projects demonstrate consistency with the CAP and issues related to adaptation and resilience in a quickly-changing climate 10	Policy	
1	Evaluate current and proposed City policies for consistency with the Climate Action Plan (CAP) – This should apply to current and future policies. Current idea: examine vehicle purchase programs of City departments, such as the Woodland Police Department, to evaluate and promote plans to transition to more environmentally-friendly vehicles.	Programs	
1	Identify/prioritize opportunities to plant trees to increase the City's tree canopy and reduce heat islands – Increasing canopy is a component of the 2035 CAP and a goal of the Urban Forest Master Plan (increase from current 15% to 25%). Can be carried out in a short period. Demonstrate capability of SAC. Opportunity to partner with Woodland Tree Fndn.	Programs	
1	Review and assess City Council priority goals for the 2035 Climate Action Plan – With staff assistance, evaluate key performance indicators relevant to the attainment of the Council's Priority Goals as detailed in the August 10, 2019 Study Session. Report to Council, with analysis of Strengths, Weaknesses, Opportunities and Threats (SWOT).	Programs	
1	Explore program and project concepts to meet CAP targets	Programs	

Draft Work Plan

1	Develop Green Business Program	Programs	
2	Identify stakeholders and determine a legally acceptable way to list and introduce non-profit and grassroots environmental groups and provide them with free meeting space, announcements via the City. Result = 11. (nb: coalition/clearinghouse model of Cool Davis)	Public Engagement	
2	Identify, recruit and organize environmental professionals in the community (researchers at UC Davis, state workers, etc.) to update and involve them in city actions, subcommittees, create opportunities for collaboration, and develop other networking synergies. Result = 13	Public Engagement	
2	Research sustainability policies of comparable cities and make recommendations to the committee regarding best practices and policies consistent with the CAP 5	Policy	
2	Provide quarterly updates to City Council on Committee activities 5	Policy	
2	Designate committee member(s) to review City Council and City commission agendas and notify the committee regarding items of interest should they wish to comment as individuals 4	Policy	
2	Coordinate with staff to access to information about City sustainability policies and regulations – This may fall under the objectives for the Sustainability and CAP Subcommittee, but it will be beneficial to have direct access to support the task outlined in Tier-One (e.g. transition to environmentally-friendly vehicles)	Programs	
2	Identify locations for electric vehicle charging stations and apply for grants to fund new installations – Converting from gasoline and diesel powered vehicles to electric vehicles is crucial to achieving meaningful GHG emission reduction targets. EV usage depends on the availability of conveniently located public charging stations.	Programs	
2	Explore new opportunities to partner with Valley Clean Energy (VCE) – The City has the opportunity to encourage residents and businesses to opt-up to ‘Ultra-Green’ (100 percent clean and carbon-free electricity) provided by VCE. In addition, the City and VCE may collaborate on programs, grant funding and outreach.	Programs	
2	Evaluate City policies and programs in relation to meeting CAP targets	Programs	
3	Prioritize and examine Woodland’s sustainability policies compared to other cities – This evaluation includes policies to improve progress toward 2035 CAP goals, such as policies to	Programs	

Draft Work Plan

	maximize renewable/carbon-free electricity use, waste management, and preservation of trees and natural habitats.		
3	Evaluate current City programs and recommend options to increase cross-departmental integration – Increasing the integration of existing sustainability programs across City departments can accelerate the attainment of CAP goals.	Programs	
3	Explore incentives to encourage transition from gasoline-powered to electric landscaping equipment – Small gasoline engines in landscaping equipment create disproportionately large impact on GHG emissions, air pollution, toxic dust and noise. The City should explore ways to promote the transition to electric battery powered devices.	Programs	
3	Provide recommendations for program implementation to meet CAP targets	Programs	
4	Evaluate policies such as an electric vehicle charging policies, green fleet policies, transit polices, carbon neutrality policies, reach codes, etc.		
4	Research model ordinances from other jurisdictions addressing urban heat island effects (cool roofs, cool pavement, green roofs, etc.)		
4	Assist in the development of sustainability policies and best practices that, at the very minimum, meet the standards and support the goals of the CAP <ul style="list-style-type: none"> ● Evaluate policies such as an electric vehicle charging policies, green fleet policies, transit polices, carbon neutrality policies, reach codes, etc. 	Policy	
4	Develop a streamlined evaluation process examining how existing and proposed policies and projects demonstrate consistency with the CAP and issues related to adaptation and resilience in a quickly-changing climate <ul style="list-style-type: none"> ● Evaluate existing evaluation processes in place in collaboration with City staff and evaluate how the existing process supports consistency with CAP. ● Look at opportunities to improve and streamline the evaluation processes ● Evaluate policies such as an electric vehicle charging policies, green fleet policies, transit polices, carbon neutrality policies, reach codes, etc. 	Policy	

Draft Work Plan

	<ul style="list-style-type: none"> ● Provide recommendations to the committee on how to streamline the evaluation process to be more consistent with the environmental justice principles and CAP. 		
4	Research sustainability policies of comparable cities and counties and make recommendations to the committee regarding best practices and policies consistent with the CAP	Policy	
4	Research comparable cities sustainability policies, evaluate, and provide recommendation to the Committee and city staff on proposed polices.	Policy	
4	Create a repository of sustainability policies	Policy	
4	Identify funding and other resources to address potential programs and projects to support CAP goals – Helping the City find resources and funding to meet CAP goals is an important task for the Sustainability Advisory Committee.	Programs	
4	Develop educational tools to help Woodland residents calculate and minimize their carbon footprint – Using Cool Davis tools as a model, show Woodland residents ways to optimize home energy efficiency, save money, and do their part to meet CAP goals. This can make the CAP visible and personally relevant to Woodlanders.	Programs	
4	Receive regular updates from staff regarding potential CAP-targeted projects	Programs	
4	Creative post-pandemic eco-cultural events	Public Engagement	
4	Develop branding for outreach efforts and sustainability programs	Public Engagement	

Draft Work Plan

New format suggested by Allison

2021 WSAC Work Plan Project	Deliverable	Specific Actions	Timeline	Task Group or Subcommittee
Policy Evaluation <i>could be combined with Programs...</i>	Draft policy evaluation process	Develop and pilot a streamlined evaluation process for existing and proposed city policies to ensure CAP consistency, environmental justice , climate adaptation and resilience ; provide recommendations to meet CAP targets	Development completed by June 2021 Testing completed by December 2021	Policy
Program Evaluation <i>could be combined with Policies...</i>	Draft program evaluation process	Develop and pilot a streamlined evaluation process for existing or planned programs to ensure CAP consistency, environmental justice , climate adaptation and resilience (vehicles & transit, waste diversion, energy, water, etc.); provide recommendations to meet CAP targets	Development completed by June 2021 Testing completed by December 2021	Programs
Community Sustainability Education & Engagement	Education events; increased public awareness and support for CAP and citywide sustainability efforts, including staff	Facilitate semi-annual Woodland Sustainability town hall forums; liaise with local media/resources to promote relevant activities and encourage environmentally sustainable behavior	Events: June 2021, October 2021 Promotion: ongoing	Public Engagement & Outreach Media Task Group (work with non-committee partners)
Net Zero Energy Programs <i>maybe push to 2022</i>	Energy and emission inventories	Obtain source data and adjust modeling; include in annual report	Source Data: Sept 2021	Programs Committee - Data Task Group (work with non-committee partners)
Committee Reporting	Public communication of results and benchmarks	Provide quarterly reports to City Council; disclose Annual Report to City Council and General Public via City resources and local media	Q1, Q2, Q3, Q4 (Annual)	Reporting Task Group
2022/Ongoing Proposed Project Activities				
Policy Evaluation	Implemented policy evaluation process	Evaluate proposed city policies and ensure CAP consistency environmental justice, and climate adaptation and resilience ; provide recommendations to meet CAP targets	Ongoing	Policy

Draft Work Plan

Program Evaluation	Implemented program evaluation process	Evaluate proposed city programs and ensure CAP consistency and environmental justice; provide recommendations to meet CAP targets	Ongoing	Programs
Net Zero Energy Programs	Energy & emission inventories and calculators	Obtain source data and adjust modeling; develop educational tools to help Woodland residents calculate and minimize their carbon footprint; identify, evaluate, and recommend Net Zero Waste or Waste Diversion program opportunities		Programs
Waste Diversion Programs <i>Not included in our current draft work plan</i>		Identify, evaluate, and recommend Net Zero Waste or Waste Diversion program opportunities		Programs
Community Sustainability Education & Engagement	Education events; sustainability awards; increased public awareness of CAP and citywide sustainability efforts	Continue 2021 activities, plus: develop green business awards program and hold celebrations		
Sustainable Development Planning <i>Not fully included in our current draft work plan</i>	Increased city contracts with sustainable firms; healthier work environments for students/employees	Review bids and recommend firms that support CAP goals; develop Green Business Certification program;		
Ecological Resources (Biodiversity) <i>Not included in our current draft work plan</i>	Improved ecosystem services and resource conservation	Develop or identify tools to evaluate and monitor biodiversity; collaborate with staff and local partners to advance urban forest program		