

City of Woodland

SUSTAINABILITY ADVISORY COMMITTEE SPECIAL MEETING MEETING MINUTES – SEPTEMBER 9, 2020 VIA TELECONFERENCE

1. Call to Order

Meeting called to order at 6:02 p.m.

2. Roll Call

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

Absent: None

Staff Present: Rosie Ledesma, Stephen Coyle, Christine Engel, Westley Schroeder, Jenna Moncrief, Michelle Blair-Medeiros

Special Guests: David Wilkinson, Ken Trott

3. Public comment

None.

4. Member reports

Aulman: Mark shared the email response from City Manager Ken Hiatt in regards to the resolution the committee passed in August, and ensured the committee that the City will continue to support sustainability programs and the committee's efforts towards meeting our Climate Action Plan goals. Mark also shared Ken Hiatt's response regarding procedures in submitting recommendations to City Council.

5. Staff reports

Rosie shared the recruitment process for applying to be on the committee. Will follow up with an email to the members. Rosie noted that the August minutes were not available due to staff absences. They will be on the October meeting agenda for approval. Rosie shared the City's clean-up event on September 19.

6. City of Woodland Urban Forestry Master Plan & Woodland Tree Foundation Presentations

Urban Forestry: Westley Schroeder and Michelle Blair-Medeiros presented on the City's Urban Forestry Master Plan. Their program is heavily focused on data collection and administration, which allows them to more efficiently schedule tree maintenance, report environmental benefits as it relates to the City's Climate Action Plan, and provide better community engagement and outreach on tree benefits and maintenance. This also helps to create and maintain better partnerships, such as with the Woodland Tree Foundation, Tree City USA, and CalFire Grant Programs.

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Woodland Tree Foundation: David Wilkinson, Ken Trott, and Rolf Frankenbach shared their presentation on the resources and outreach that the Woodland Tree Foundation provides, and the recent projects they have conducted. Since their start in 2000, they have planted over 5,400 trees, helping towards the City’s Climate Action Plan goals. One of their most recent projects was their oak study and mapping project, which identified and digitally mapped over 800 valley oak trees in Woodland. Through surveys conducted in 2019 and 2020, the results showed that valley oaks were favored over other trees, and that residents believe the City should do more to protect them. The Woodland Tree Foundation is looking for support from the committee to recommend to Council to consider the study findings and work towards strengthening the tree ordinance to protect such trees.

Members expressed interest in presenting a motion to support this idea; however, due to the agenda item being an informational item, no action was taken at this meeting. Will include this topic as an action item on the October meeting agenda.

7. Yolo County Sustainability Plan

Rosie shared the press release regarding the County’s solicitation for participation in developing a sustainability plan. The County will be hosting a workshop and online survey for input on sustainability planning and ideas. Discussed that it would be best to participate as individuals rather than as a group for the initial data gathering. Will email the direct links to the committee.

8. Work plan development sub-committee updates

1. Sustainability Policy and Climate Action Plan (CAP) Feedback to City Council:
Munoz (coordinator), Tadle, Ullrey
 - No update
2. Sustainability Program Design and Implementation Advisement and Assistance:
Aulman (coordinator), Tadle, Ullrey
 - Sub-committee will meet next week
3. Public Input and Feedback on Sustainability and CAP Implementation Issues & Community-Wide CAP Implementation Assistance:
Grandia (coordinator), Aulman, Munoz
 - Liza shared that they met with Cool Davis and that they created a list of outreach outlets

9. Review and discuss Sustainability Advisory Committee year one report

Committee reviewed and discussed draft report. No changes made.

On a motion by Aulman, seconded by Ullrey, and carried unanimously on an 8-0 vote, committee members approved the year one report for Council review.

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

Noes: None

10. Select chair and vice chair

On a motion by Ullrey, seconded by Grandia, and carried unanimously on an 8-0 vote, committee members nominated Aulman as chair of the committee. Aulman accepted.

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

Noes: None

On a motion by Grandia, seconded by Aulman, and carried unanimously on an 8-0 vote, committee members nominated Munoz as vice chair of the committee. Munoz accepted.

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

Noes: None

11. Discuss long-range calendar

Ullrey suggested holding a strategic planning workshop/retreat in January or sooner, separate from the regular meetings, to discuss goals for next year and discuss working with staff and City Council on committee recommendations.

12. Adjourn

Meeting adjourned at 7:53 p.m.

City of Woodland Sustainability Advisory Committee Year One Report

Prepared by C. Casey, chair July 11, 2020

Committee role and mission

The Committee was created by the City Council at its March 5, 2019 meeting. The stated purpose of the Sustainability Advisory Committee was to help the City achieve state mandated conservation goals and the goals of the City's CAP and provide recommendations to the City Council regarding sustainability policy. The full text of the Council charge is in Appendix I.

The CAP is the City's Climate Action Plan, which may be accessed [here](#).

The Committee was tasked with four functions to fulfill this purpose:

1. Provide comments, feedback, and recommendations to the City Council on sustainability policy and issues related to CAP implementation.
2. Advise and assist staff on sustainability program design and implementation.
3. Serve as a forum for public input and feedback on issue related to sustainability and CAP implementation.
4. Assist staff in promoting community-wide CAP implementation.

Committee work to date

The Committee has devoted most of our meetings to date towards developing a work plan based on the four functions assigned by the City Council. A draft of the work plan is in Appendix II. The committee created four ad hoc subcommittees at our December meeting, with each subcommittee tasked with developing a draft work plan for one of the functions.

In addition to subcommittee work, the Committee has covered other relevant items:

1. Held a Sustainability Study Session with the Woodland City Council.
2. Discussed and provided feedback on enhancements to the City's online waste and recycling collection calendar and disposal information, which can be found [here](#).
3. Discussed and provided feedback on Waste Management's roll out of Smart Truck technology and associated fees to deter improper use of green waste, recycling, and waste street collection bins.
4. Discussed and provided support for a letter to be sent by the Woodland City Council to the State legislature in support of SB54 and AB1080 if these bills are reactivated.
5. Discussed and prepared an Earth Day 2020 proclamation for City Council approval.
6. Received information about the City's 2020 Clean Air Funds grant application.
7. Received and discussed the work and deliverables of CivicSpark Fellow Jianelli Morones
 - a. Development of online tools and information on City progress towards Climate Action Plan implementation
 - b. Development of a foundation for a public outreach plan in the area of sustainability

Appendix I

Sustainability Advisory Committee Charge from Woodland City Council

RESOLUTION NO. 7236

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CREATING THE SUSTAINABILITY ADVISORY COMMITTEE

WHEREAS, the City of Woodland is actively engaged regarding the issues of sustainability and climate change and seeks to establish itself as a leader in sustainability practices attuned to reducing greenhouse gas (GHG) emissions and increasing resiliency to the effects of climate change; and

WHEREAS, the City of Woodland's General Plan 2035 advocates responsible growth while seeking to conserve energy, water and other resources; reduce GHG emissions; promote infill, green and net-zero energy development; and build community resiliency to the effects of climate change; and

WHEREAS, the City of Woodland's 2035 Climate Action Plan (CAP) provides a community-based policy framework to address community-wide GHG emissions sources and, to be effective, CAP implementation requires a high level of public engagement; and

WHEREAS, the City Council Priority Goals highlight sustainability through fostering "a sustainable community for the next generation and (protecting and improving) the quality of the natural environment and human well-being through stewardship of land, water, air and energy resources and by providing all residents with opportunities to live active and healthy lifestyles;" and

WHEREAS, the City Council wishes to support the goals of the City's CAP, elevate the profile of sustainability community-wide, and expand public engagement around the City's sustainability efforts and CAP implementation; and

WHEREAS, the City Council wishes to establish a community advisory committee to assist the City Council and staff with the evaluation of sustainability policy, program design and implementation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby creates the Sustainability Advisory Committee, as follows:

1. Purpose: The purpose of the Sustainability Advisory Committee is to help the City to achieve state mandated conservation goals and the goals of the City's CAP and provide recommendations to the City Council regarding sustainability policy.

2. Membership: The Sustainability Advisory Committee shall consist of at least five? but no more than nine? members to be appointed by the City Council. Staff shall recommend for appointment interested community members who represent a mix of backgrounds or expertise in areas related to CAP goals and sustainability efforts in Woodland, and knowledge of the community. Members of the committee shall serve at the pleasure of the City Council and may be removed from the committee by a majority vote of the City Council.

* 3. Term of Membership: Members of the committee shall serve for a term of four (4) years.

4. Vacancies: Vacancies on the Sustainability Advisory Committee shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

5. Officers: The Sustainability Advisory Committee shall nominate a Chairperson, who shall call the meetings to order, serve as the presiding officer of the committee's meetings, and perform such other duties as may from time to time be prescribed by the committee. The Chairperson shall serve in that position at the pleasure of the City Council.

If it so desires, the committee may appoint a Vice Chairperson who shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The committee may create and appoint members to subcommittees.

6. Meetings: The Sustainability Advisory Committee shall establish a regular time and place of meeting and shall hold regular meetings. Special meetings of the committee may be called by the Chairperson, or by a quorum of the committee. All meetings shall comply with the Ralph M. Brown Act.

7. Quorum: A quorum of the committee shall consist of a majority of the committee members appointed.

8. Functions of the Committee: The Sustainability Advisory Committee shall have the responsibilities as provided in this section and such other duties as the City Council may from time to time decide:

- A. Provide comments, feedback, and recommendations to the City Council on sustainability policy and issues related to CAP implementation.
- B. Advise and assist staff on sustainability program design and implementation.
- C. Serve as a forum for public input and feedback on issues related to sustainability and CAP implementation.
- D. Assist staff in promoting community-wide CAP implementation.

PASSED AND ADOPTED by the City Council this 5th day of March, 2019, by the following vote:

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
NOES: None
ABSENT: None
ABSTAIN: None



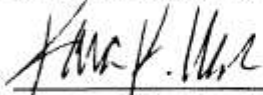
Xóchitl Rodríguez, Mayor

ATTEST:



Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:



Kara K. Ueda, City Attorney

Appendix II

Sustainability Advisory Committee Work Plan – Discussion Draft

Prepared by Reyna Piñon, City of Woodland, January 8, 2020

Committee Charge Item #1: Sustainability Policy and CAP Implementation Feedback

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

POTENTIAL GOALS:

- ☐ **Communication:** Develop and improve a communication network between the Committee and City Council
- ☐ **Council Sustainability Focus:** Ensure that sustainability remains a key issue for City Council
- ☐ **Sustainability Aspect of Polies and Procedures:** Ensure that sustainability is included as a component of all City policies and procedures

POTENTIAL SUPPORTING TASKS:

Communication
• Provide quarterly updates to City Council on Committee activities • Receive notice from City staff regarding pending City Council discussion on issues pertaining to sustainability policy and CAP implementation • Develop system for delivery of regular communications to the City Council
Council Sustainability Focus
• 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
Sustainability Aspect of Policies and Procedures
• Research sustainability policies of comparable cities and make recommendations to City Council regarding best practices and policies consistent with the CAP • 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 • 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. • Evaluate policies such as an electric vehicle charging policies, green fleet policies, transit polices, carbon neutrality policies, reach codes, etc. • Research model ordinances from other jurisdictions addressing urban heat island effects (cool roofs, cool pavement, green roofs, etc.)

Committee Charge Item #2: Sustainability Program Design and Implementation

Advise and assist staff on sustainability program design and implementation.

POTENTIAL GOALS:

- ☐ **Communication:** Create a communication system between the Committee and staff regarding ongoing and planned sustainability programs and activities
- ☐ **Program Development:** Create a process by which the Committee can assist in the development of programs to support CAP implementation
- ☐ **Program Development:** Building on research into best practices and community participation, contribute innovative ideas to City staff for projects and help advocate for resources to achieve those projects to support CAP implementation. When possible, favor projects that can make a difference in two or more categories.
- ☐ **Adaptation Strategies:** Integrate adaptation strategies into the City's planning, investing, and decision making, and community engagement processes

POTENTIAL SUPPORTING TASKS:

Communication
• Receive regular updates from staff regarding potential projects, programs, and ideas
Program Development
• Create sub-committees tasked with evaluating programs and culminating ideas • Identify funding and resource gaps for potential programs and projects that support the CAP • Provide recommendations for program implementation that make optimal use of funding • Explore program and project concepts such as promoting electrification in transportation and the built environment, maximizing renewable/carbon-free electricity available through Valley Clean Energy, incentives for replacing gas-powered landscaping equipment with electric equipment, promoting reduced single-occupancy motor vehicle trips, etc. • Seek state resources through grant opportunities and/or lobbying for new legislation • Identify locations for electric vehicle charging stations and apply for grant funds • Provide feedback on updates to the City's Bicycle Transportation Plan and support opportunities for improving the safety and availability of bicycle lanes • Assist in the development of projects and programs to improve solid waste reduction • Keep informed of pending legislation regarding solid waste reduction and provide feedback in support or opposition of relevant legislative bills and regulations • Support sustainability initiatives such as water-wise landscape conversion projects and the improvement of public transit service between Woodland and UC Davis • Support policies and projects related to minimizing and eliminating applications of and building materials containing environmental toxins indoors and outdoors • Identify opportunities for increased tree planting and community gardens • Develop a program to encourage residents and businesses to reduce VOC emissions • Create a nonprofit organization that can connect community residents, organizations, and coalitions with a common goal of adaptation. • Partner with existing organizations such as the Bike Campaign and the Woodland Tree Foundation to support CAP implementation

• Assist in the reduction of the reliance on fossil fuels
Adaptation Strategies
• Partner with the Capital Region Climate Readiness Collaborative and other jurisdictions to build resilience in the community and support the City's strategic initiatives • Partner with local community-based organizations to develop and launch a community resilience center program to connect residents with disaster preparedness and climate action services. • Develop a collective governance for decision-making to increase climate change resilience

Committee Charge Item #3: Forum for Public Input and Feedback on Sustainability and CAP Implementation

Serve as a forum for public input and feedback on issues related to sustainability and CAP implementation.

POTENTIAL GOALS:

- ☐ **Community Engagement:** Initiate, organize, and sustain community engagement through community involvement and seeking community input
- ☐ **Public Forums:** Organize and host public forums and meetings at which residents and businesses can discuss ideas and concerns related to sustainability and the Climate Action Plan
- ☐ **Follow-Up:** Demonstrate that public input and feedback has been heard, considered, and if appropriate, acted upon
- ☐ **Community Feedback Mechanisms:** Develop equity-based mechanisms for continuous feedback from the community

POTENTIAL SUPPORTING TASKS:

Community Engagement:
• Gather input from residents and businesses regarding ongoing and potential programs and projects • Communicate with various interest groups about participation in programs and projects • Designate a sub-committee in charge of outreach to gather ideas and input from the community • Develop mechanisms to gather community feedback on the Climate Action Plan and evolving ideas for the most effective and timely implementation strategies
Public Forums:
• Organize and hold public forms and meetings related to specific or overall themes
Follow-Up:
• Include community input in communications and updates to City Council
Community Feedback Mechanisms:
• Meet with community leaders and groups over the next year to develop understanding of community needs in alignment with CAP and resiliency

Committee Charge Item #4: Community-Wide CAP Implementation

Assist staff in promoting community-wide CAP implementation.

POTENTIAL GOALS:

- **Implementation Planning:** Propose, develop, and organize events, projects, activities, and community outreach materials to foster public awareness and engagement in CAP implementation, sustainability, and resilience throughout the community
- **Community Engagement:** Engage residents and businesses in CAP implementation in a manner that welcomes and encourages public involvement and participation
- **Progress Checks:** Analyze gaps, establish performance metrics, and track and report progress on CAP implementation
- **Supporting Groups:** Identify groups to support public outreach efforts, such as City Council, Chamber of Commerce, environmental groups, the Woodland Joint Unified School District, etc.
- **Audience Groups:** Identify audiences for public engagement throughout the community
- **Outreach Materials:** Create outreach materials and presentations to support the development of programs and projects for CAP implementation and generate public awareness

POTENTIAL SUPPORTING TASKS:

Implementation Planning:
• Develop a systematic and sustained communication and education program around the concept of resilience and develop an outreach and in-reach program to inform and gather information from the community • Establish systems for creating networks of individuals, groups, and interest groups to streamline communication regarding the same topics and issues • Coordinate and learn from nearby cities and counties on collaborative efforts to support CAP implementation • Research and advise on CAP Community Suggestions (Appendix A of the CAP) • Initiate a visioning process to establish a supported and integrated vision for climate adaptation • Develop a multi-year plan to engage 60% of residents to participate in climate action and adaptation community programs • Build on and/or launch pilot projects with concrete recommendations on how residents and businesses can support CAP goals
Community Engagement:
• Organize and hold public forums and meetings related to specific or overall themes • Organize and hold an event inviting leaders from across Woodland's business, non-profit, and civic communities to educate, inspire, and drive action • Organize and hold a community event such as a sustainability fair for the public to increase awareness and motivate behavior changes • Conduct presentations at community meetings and events • Host information/outreach booths at community events

• Leverage the 50th anniversary of Earth Day to launch a public awareness campaign around the CAP involving community groups, residents, and businesses. • Develop and promote “eco-home” tours to demonstrate sustainability actions that can be taken at home • Organize an “eco-car” show to promote alternative fuel vehicles and alternative modes of transportation • Organize sponsorship of eco-friendly prizes at prominent community events in support and promotion of CAP implementation
Progress Checks:
• Consider areas where CAP revisions and enhancements may be appropriate
Supporting Groups:
• Communicate with various interest groups about participation in programs and projects • Recruit and organize environmental professionals in the Woodland and nearby communities to update and involve them in sustainability actions and create opportunities for collaboration • Meet with local media, such as the Daily Democrat, to develop a plan for publicizing CAP programs and projects • Partner with the Alliance of Regional Collaboratives for Climate Adaptation to help increase local capacity for building resilience • Organize meeting spaces and opportunities where community groups can hold dinners and meetings around climate and sustainability issues
Audience Groups:
• Work with the City’s CivicSpark Fellow to identify audience groups throughout the community through the development of the Committee’s outreach plan
Outreach Materials:
• Establish a public domain such as a website publicizing ongoing work • Develop a social media strategy and coordinate with community members to help promote positive environmental messages