



City of Woodland

**SUSTAINABILITY ADVISORY COMMITTEE
SPECIAL MEETING
DRAFT MEETING MINUTES – OCTOBER 14, 2020
VIA TELECONFERENCE**

1. Call to Order

Meeting called to order at 6:14 p.m. Call to Order was delayed due to technical issues with Zoom meeting platform.

2. Roll Call

Members Present: Mark Aulman, Rolf Frankenbach, Liza Grandia, Allison Martin, Catalina Munoz (joined 6:26 p.m.), Sara Schremmer, Raul Tadler, Robert Ullrey

Absent: None

Staff Present: Rosie Ledesma, Ken Loman

Special Guests: Kayla Rodriguez, Ken Trott, David Wilkinson

3. Public comment

None.

4. Member reports (Information Item)

Grandia: Liza reported that UC Davis is establishing a high-level task force on the climate emergency at the request of a coalition of students, staff, and faculty, and that the request for the creation of the task force includes seed funding for collaboration with neighboring jurisdictions. She said the task force is consistent with statewide efforts along similar lines, including a focus on de-carbonization. She will be involved with follow-up with the head of the university's office of research.

Martin: Allison reported she and Liza attended a public workshop regarding creation of the Yolo County Sustainability Plan.

Schremmer: Sara pointed out that the Governor's Executive Order N-79-20 regarding electrification of passenger vehicles by 2035 will have implications for local governments and shared that the UC Davis Policy Institute is working with the university's Institute for Transportation Studies on a CalEPA study regarding a similar topic: establishing carbon neutrality in transportation by 2045.

5. Staff reports (Information Item)

a. Update on Brown Act issues: agenda items, committee retreat

Ken reported that, at Mark's request, he sent an email to the City Attorney asking for clarification of certain Brown Act rules. In particular, regarding whether the committee is allowed to take action on an item on the agenda if that item is not described as likely to be acted upon, such as a presentation, and that he had not yet received a reply. Ken also reported that he had researched the question of whether the

committee may hold a retreat and what rules would apply, and found that a retreat is treated under the Brown Act as any other meeting. The committee may hold a retreat or workshop as long as it is properly noticed and publicly accessible, and adheres to any other requirements under the Act.

b. Protocols for committee communications with City Council

Ken discussed the outcome of conversation he and Mark have had separately with the City Manager regarding how the committee should communicate with the City Council regarding its activities and recommendations. He described three formal channels for that communication:

- First, from now on, staff will transmit all minutes of the committee's meetings to Council following their approval. While this will be the most complete formal record, minutes will have a delay of about six or seven weeks from the meeting of record until Council receives them.
- Second, if Council refers a matter to the committee or if the committee offers recommendations regarding a matter already proceeding to Council, then staff will work to include the committee's input in the staff report for that item. Appropriate members of the committee should attend the Council meeting and be prepared to answer questions regarding their input.
- Third, if the committee identifies an issue about which it wishes to bring a recommendation to Council, staff will prepare a brief staff report to transmit the item to Council. The Mayor and City Manager will determine whether the item is placed on the regular or consent calendars. Appropriate members of the committee should attend the Council meeting and be prepared to present the issue and recommendation, or answer questions as needed.

c. Project updates

Ken provided the committee with updates on several City programs and projects:

- The water conservation program will be hosting two water-wise home landscape design virtual workshops in partnership with the Yolo Resource Conservation District. The workshops are open to the public, though participation is limited.
 - Workshop 1: Plant Your Ideas
Thursday, October 15, 6-8 p.m.
 - Workshop 2: Just Add Water
Thursday, October 22, 6-8 p.m.
- Representatives from Waste Management will be giving a presentation to the City Council regarding the residential Smart Truck program and the potential for customers to be assessed surcharges due to overfilled containers or contaminated recycling or organics carts on Tuesday, October 20. The meeting starts at 6:00 p.m.
- The City has begun conversations with several local organizations, including the Woodland Bee City USA Committee, regarding the potential development of a pollinator demonstration garden at City Hall. Ken reported

that it appears the effort will be coordinated by the City's Economic Development staff and that the Environmental Services Division will assist.

- Regarding Liza's report about the potential for seed funding by UC Davis for collaboration with neighboring jurisdictions, Ken mentioned that the City participates in the Yolo Resiliency Collaborative, which is a staff-level organization working to promote resiliency in the region, along with the other jurisdictions in the county and UC Davis. He suggested this might be a good venue for exploring opportunities to apply that funding.

6. Update from Waste Management (Information Item)

Kayla Rodriguez, Public Sector Manager Waste Management of Woodland, reviewed the schedule for implementation of the residential "Smart Truck" pilot program. She told the committee that the City of Winters began implementing overage and contamination fees on October 1, following a good experience with their pilot phase. She also reviewed the educational outreach plan and timeline associated with the smart truck rollout and said that WM will provide members copies of the outreach materials to be used. Members reviewed the concerns they raised at the previous meeting, but did not feel the need to go into detail as those concerns are already on record. In response to a member's question, Kayla said that WM will share data collected during the pilot phase with the committee.

7. Approve Minutes for August 12, 2020 (Action Item)

On a motion by Robert Ullrey, seconded by Allison Martin, and carried unanimously on an 8-0 vote, committee members approved the minutes for the August 12, 2020 meeting.

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

Noes: None

8. Approve Minutes for September 9, 2020 (Action Item)

On a motion by Raul Tadle, seconded by Robert Ullrey, and carried unanimously on an 8-0 vote, committee members approved the minutes for the September 9, 2020 meeting.

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

Noes: None

9. Continuation of discussion of previous presentations by City Staff and the Woodland Tree Foundation regarding the City's Urban Forest Master Plan and related issues and consideration of related motion (Information/Action Item)

The committee continued its discussion of previous presentations by City staff and the Woodland Tree Foundation regarding the City's Urban Forest Master Plan and related issues. As part of the conversation, David Wilkinson from the Tree Foundation spoke regarding the efforts of the Foundation's Oak Study Group to survey non-heritage oak trees within the City and the status of efforts to update the tree ordinance. He expressed the Foundation's perception that the update process is not moving quickly enough and is not focused enough on protection for such trees, many of which are located on private residential properties. He asked for the committee's support for a recommendation to the City Council to address and prioritize these concerns.

Following the conversation, on a motion by Mark Aulman, seconded by Liza Grandia, and carried unanimously on an 8-0 vote, committee members approved the following recommendation:

The Woodland Sustainability Advisory Committee advises the Woodland City Council to consider the findings of the Woodland Tree Foundation Oak Study Group and direct staff to work with appropriate partners, including members of the Oak Study Group, the Woodland Tree Foundation, and the Sustainability Advisory Committee to prioritize updating the tree ordinance to add oak tree protections for non-heritage trees, including those on private property, to increase the tree canopy of the City consistent with the City's Urban Forest Master Plan and Climate Action Plan 2035.

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

Noes: None

Additionally, on a motion by Robert Ullrey, seconded by Catalina Munoz, and carried unanimously on an 8-0 vote, committee members requested staff to expedite presentation of this item to the City Council and that staff coordinate contents of the accompanying staff report with the Sustainability Advisory Committee Chair.

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

Noes: None

10. Work plan development sub-committee updates

Sub-committee reports were tabled by the Chair, without objection, to the next meeting due to time constraints.

On a motion by Robert Ullrey, seconded by Liza Grandia, and carried by a 7-0-1 vote, Sara Schremmer was appointed to the sub-committee on Sustainability Policy and Climate Action Plan (CAP) Implementation.

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

Noes: None

Abstaining: Schremmer

On a motion by Liza Grandia, seconded by Mark Aulman, and carried by a 7-0-1 vote, Allison Martin was appointed to the sub-committee on Public Input and Feedback on Sustainability and CAP Implementation Issues & Community-Wide CAP Implementation Assistance.

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

Noes: None

Abstaining: Martin

On a motion by Mark Aulman, seconded by Robert Ullrey, and carried by a 7-0-1 vote, Rolf Frankenbach was appointed to the sub-committee on Sustainability Program Design and Implementation Advisement and Assistance.

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

Noes: None

Abstaining: Frankenbach

11. Consideration of change to committee meeting schedule

On a motion by Liza Grandia, seconded by Rolf Frankenbach, and carried unanimously, committee members tabled all remaining items to the next meeting due to time constraints.

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

Noes: None

Absent: None

12. Discuss long-range calendar

Tabled, see item #11.

13. Adjourn

Meeting adjourned at 8:37 p.m.