



City of Woodland

Meeting Agenda

Sustainability Advisory Committee

Woodland Community & Senior
Center
Banquet Room 1
2001 East Street
Woodland, CA 95776

November 16, 2022 - 6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS

This is an opportunity for the public to comment on items not on the agenda. Comments may be presented in person or emailed to SACmeetings@cityofwoodland.org and limited to three (3) minutes when read aloud.

D. MEMBER REPORTS

This is an opportunity for members of the Committee to report on relevant activities or topics related to the Committee's charge.

E. STAFF REPORTS

F. MINUTES

1. Consideration of Minutes from October 19, 2022 SAC Meeting

G. BUSINESS ITEMS

2. Discussion of American Rescue Plan Funding Priorities
3. Revisit SAC Work Plan & Discuss Future Updates

H. WORK GROUP UPDATES

I. LONG RANGE CALENDAR

4. Staff Recommends that the SAC review the Long Range Calendar for informational purposes.

J. ADJOURN

NOTICE: Individuals who need special assistance or a disability-related accommodation in order to participate in this meeting should contact Spencer Bowen at least 48 hours in advance of the meeting. Spencer may be reached at (530) 661-5808 or by emailing spencer.bowen@cityofwoodland.org.

Sustainability Advisory Committee

Meeting Minutes

October 19, 2022

A. CALL TO ORDER

Meeting called to order at 6:01 PM

B. ROLL CALL

Present: Catalina Munoz, Robert Ullrey, Mark Aulman, Raul Tadler, Rolf Frankenbach

Absent: Sara Schremmer, Liza Grandia (listening in remotely via phone), Adelita Serena

Staff present: Rosie Ledesma, Spencer Bowen, Ken Hiatt

C. PUBLIC COMMENTS

Gil Walker of the Retired Teachers Association (RTA) informs members of upcoming sustainability discussion with Mayor Pro Tempore Fernandez at RTA's October 26, 2022 meeting and expresses support for programs that help re-pipe washing machines so that grey water flows into residents' yards. Rosie shares that staff has investigated at least providing information on this type of program to Woodlanders.

D. MEMBER REPORTS (Informational Item)

Rolf: notes that the Casa Linda Oak "cookie" is now on display in the lobby of the Community Center and that the Woodland Tree Foundation has hired two interns through the Sacramento Valley College Corps (SVCC) to help identify lower-income residents that might be good candidates for planting shade trees through a Cal Fire grant.

Mark: thanks Liza for the connection to SVCC and notes that Rolf has been busy, including with adding mulch at the legacy grove and at the East Beamer Neighborhood Campus. Also notes that the modified City tree ordinance will come to City Council on Tuesday, November 1.

Raul: emphasizes that responding to economic downturns and promoting sustainability can go hand-in-hand and hopes the City keeps that in mind in the coming months.

Liza (via phone): WJUSD will reinstitute the school district stewardship committee; Liza will forward information along to other committee members in the coming weeks.

E. STAFF REPORTS (Informational Item)

Ken:

- Outlines recent changes, particularly City Manager's Office of Equity, Environment, Economy, and Engagement ("E4 Office") and the move of Environmental Services into the City Manager's Office (previously in the Community Development Department)

- Among other positives, the E4 Office will elevate the profile of sustainability efforts and reenergize work on the City's Climate Action Plan
- Notes City Council's commitment to hosting the long-awaited joint working session with the Sustainability Advisory Committee, likely in early 2023
- Bike Pedestrian Overcrossing project remains on schedule, construction will likely conclude before the end of the calendar year
- Woodland Regional Park Preserve was recently authorized for a conservation easement on the property, thereby preserving the site for the public good in perpetuity

Spencer

- Introduces himself and shares how excited he is to work with the Committee and to head up the new E4 Office

Rosie

- City's updated zoning ordinance is in the staff review phase; specific sections will be shared with the SAC for feedback in January 2023
- City just submitted a grant proposal to CalRecycle for expanded sustainability programs in Woodland's public schools
- City now offers an email listserv for the SAC, much like City Council, Planning Commission, etc.
- Waste Management annual rate adjustment period coming up; Committee expresses support for City Staff requesting additional information about what justifies the "extraordinary rate" increase requests
- SB 1383 compliance going fairly well in Woodland among residents and businesses

F. MINUTES

Approve July 20, 2022 meeting minutes

- Moved by Robert, seconded by Raul
- Passed unanimously; no noes, no abstentions

G. BUSINESS ITEMS

Chair & Vice Chair Selection (Action Item)

- Robert nominated as new Chair
 - Moved by Catalina, seconded by Raul
- Raul nominated as new Vice Chair
 - Moved by Catalina, seconded by Robert
- Passed unanimously for both; no noes, no abstentions

Year 3 Committee Report Review (Information/Action Item)

- Committee votes to accept Catalina's Year 3 report (with minor typo revisions) and forward the report on to City Council

- Moved by Mark, Seconded by Catalina
- Passed unanimously; no noes, no abstentions

4. Committee Member Vacancy (Information Item)

- Committee notes that the list of folks who attended the July community meeting would be good candidates to fill the currently-vacant ninth spot
- Consensus to proceed with a regular formal recruitment led by the City Clerk to fill the open ninth seat; staff will provide members with info to help promote when it's ready

5. Work Plan Review (Information Item)

- Important to review, revise, and keep the SAC Work Plan up to date. Up to the Committee to determine how frequently this plan is updated
- Committee commits to reviewing the existing document before the next meeting, sending any comments to staff, and then revisiting the document and suggested edits at future meetings
- One of the future questions to ask: does the Committee want to set a calendar for regular work plan updates? If so, when?

H. WORK GROUP UPDATES

Work Group List Review

- Current ad-hoc groups:
 - Sustainability, policy, and CAP implementation feedback to City Council
 - Sustainability program design and implementation
 - Public input and assistance on CAP implementation

Only current subcommittee:

- Outreach and engagement

At some point, Committee asks to review ad-hoc v. standing committees guidelines and discuss a general SAC ad-hoc committee policy (how and why set up, what are their expectations, and how do they report / wrap up, etc.) once the work plan is refined

I. LONG RANGE CALENDAR

Discussed American Rescue Plan Act funding item around sustainability

- SAC expected to recommend spending priorities on this line item for Council; staff to prepare a suite of options for SAC to discuss at the next meeting

Mark recalls that Raul and Allison were examining which City accounts might be good candidates for VCE UltraGreen option; staff will follow up with information and talk to Davis and County about their experience shifting to this model

Raul leading an effort to collaborate with staff on ongoing fleet sustainability efforts; Currently, Reece examining which sustainable replacement vehicles fit within budget, but few do. Interest in Reece eventually visiting the committee to present about the fleet process, etc.

Continued interest in the new Yolo County Compost facility: either a presentation, field trip, or both

Ken suggests that calendar items stay laser focused on CAP and work plan so that the committee avoids spreading itself too thin

Work plan review likely a multi-month process

J. ADJOURN

Adjourned at 7:25 PM

Sustainability Advisory Committee

ARP Funding Options

November 16, 2022

Earlier this year, Woodland City Council set aside \$400,000 of American Rescue Plan Act (ARP) funds for “Sustainability / Carbon Reduction / Climate Resiliency Projects.” Council allocated \$200K for each of the next two fiscal years.

City Council seeks guidance from the Sustainability Advisory Committee (SAC) on how to invest these funds. To assist, staff has prepared the following “suite” of possible funding avenues for SAC members to consider.

Direction #1: City Operations

Analyze and address operational needs and basic functions of City facilities and programs

Pros:

- Generally one-time expenses
- “Having our own house in order” sets a good example, can work as a messaging piece
- Bang for the buck long term
- Climate Action Plan (CAP) calls out “comprehensive building efficiency” as one of the most impactful objectives to pursue

Cons:

- Some physical infrastructure costs can be expensive, especially in the current climate, but raw material costs are slowly coming down

Direction #2: Utilities

Explore ways the City can incentivize cleaner utility choices, such as VCE UltraGreen

Pros:

- Broadly impactful

- Utilities are a key focus of both statewide and local climate goals

Cons:

- An ongoing cost does not fit the ARP funding timetable
- Less tangible, doesn't tell a story or work as well as a messaging piece

Direction #3: Vehicles & Transit

Analyze and address the City's specific needs related to fleet and public transit

Pros:

- Transit emissions make up a huge chunk of GHG emissions, and the CAP calls out "increased use of alternative-fuel vehicles" as the single most impactful strategy
- Could make an immediate impact on ongoing efforts to make our fleet more sustainable
- Very public, would tell a story and work well as a messaging piece

Cons:

- Cars and car parts, like many physical infrastructure costs, are currently expensive

Direction #4: Greenhouse Gas Inventory

Set aside resources for consultant analysis, monitoring technology, etc.

Pros:

- Data focus: need to know how we're doing in order to improve
- This effort is long overdue and a key supporting indicator for the CAP

Cons:

- Some work already done (CivicSpark) and in progress
- Possible graduate student consultants in Spring 2023
- Less tangible, doesn't tell a story, not super public

Direction #5: Outreach, Education, & Public Signage

Public engagement and outreach focused on existing and future sustainability items like Crawford Park Rain Garden, pollination efforts, solar panels, ASR wells, Woodland Regional Park Preserve, and more

Pros:

- Relatively cheap
- Public; tells a story
- Direct CAP alignment

Cons:

- No tangible emissions impact

////

After any general funding guidance, staff recommends that the SAC appoint an ad-hoc subcommittee to work directly with the City to put together a formal staff report for consideration by the City Council.

Sustainability Advisory Committee Draft Work Plan (v.3)

Background

The Sustainability Advisory Committee (SAC) serves to help the City of Woodland achieve state mandated conservation goals and the goals of the City's Climate Action Plan (CAP), as well as provide recommendations to the City Council regarding sustainability policy. The Committee was formed to fulfill the following purposes:

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

SAC Work Plan

The SAC Work Plan outlined in Table 1 is comprised of specific projects identified by SAC members, and is organized around four key functional areas: Policy Evaluation & Development, Programs & Opportunities, Community Outreach & Engagement, and Administration. The Work Plan articulates projects, deliverables, actions, and timelines for accomplishing SAC goals.

The projects will be carried out by ad-hoc subcommittees, some of which have the potential to evolve into standing committees subject and will therefore be subject to The Brown Act. The purpose of these ad-hoc subcommittees is to improve the overall effectiveness of the SAC and its role in helping the City achieve its sustainability goals.

Work Area 1: Policy Evaluation & Development

Evaluate current and proposed City policies for CAP consistency; conduct policy research; define best practices; and make recommendations.

Work Area 2: Programs & Opportunities

Evaluate current and proposed City programs for CAP consistency; evaluate CAP implementation status; identify program opportunities to advance CAP implementation.

Work Area 3: Community Outreach & Engagement

Provide recommendations to City staff on current and proposed public education and outreach projects; increase public awareness through branding, networking, and media development; coordinate a community sustainability leadership network; and develop and/or implement educational events and opportunities.

Work Area 4: Administration

Communicating with City Council and City Staff; reviewing City Council agendas; recruiting and reviewing SAC applicants; tracking work plan deliverables; and reporting.

The SAC Work Plan is intended to be a living document that can be updated over time. This will allow for adjustments as progress is made towards CAP implementation goals and allow the SAC to adapt to evolving situations and conditions and/or local, state, and federal law.

Table 1 – 2021 SAC Work Plan by Key Functional Area and Project

Ad-Hoc Project	Deliverables	Specific Actions	Identified Activities	Timeline	SAC Team Lead
Policy Evaluation & Development					
Develop a Policy Evaluation Tool	Draft policy evaluation tool Final policy evaluation tool	Develop and pilot a streamlined evaluation process for existing and proposed City policies to ensure CAP consistency, environmental justice, and climate adaptation and resilience	NA	<i>Development:</i> June 2021 <i>Testing:</i> Dec 2021	
Evaluate Current and Proposed City Policies	List of current and proposed City policies evaluated as inconsistent with CAP and annotated with policy recommendations	Use evaluation tool to evaluate current and proposed City policies for CAP consistency Provide policy recommendations to ensure CAP consistency	Evaluate City department vehicle purchase programs	<i>Current Policies:</i> July 2021 <i>Proposed Policies:</i> Ongoing	
Research Policies and Best Practices	Document describing known best practices for sustainability policy development	Research sustainability policies Draft discovered policies and best practices Make policy recommendations to evaluation task groups and SAC	Research sustainability policies of comparable cities	<i>Document:</i> July 2021	

Policy Development	New sustainable policies	Support development of sustainability policies and best practices that support and meet the standards of CAP, environmental justice, and climate adaptation and resilience	<list of desired policies here>	Ongoing	
Programs & Opportunities					
Program Evaluation and Reporting	Semi-annual report	Evaluation and reporting on the City's CAP implementation status to inform City efforts and outreach/educational programs	NA	Report 1: June 2021 Report 2: December 2021	
Increasing Tree Canopy	Report on net tree gain/loss	Identify and prioritize opportunities to plant trees and protect existing trees	Phase 1: Phase 2:	Phase 1: Dec 2021 Phase 2: Dec 2021	
Community Outreach & Engagement					
CAP Public Forum or Town Hall	(1) Virtual event	Coordinate with City staff to develop, facilitate, and promote educational forum on the City's CAP	Zoom Event	Event: Aug 2021	
Education and Outreach Events	(2) virtual or in-person events, workshops, or classes	Coordinate with City staff, local organizations, and private citizens to implement safe and practical public engagement opportunities that promote and recognize sustainable behavior and leadership	World Environment Day Coastal Cleanup Day	Event 1: June 2021 Event 2: Sept 2021	Allison Martin

Publicize City Sustainability Efforts	Written plan	Coordinate with City staff and local media to develop plan and budget for publicizing the City's sustainability efforts and accomplishments	Marketing plan Media releases Sustainable leadership recognition	<i>Plan:</i> June 2021 <i>PR/Media:</i> Ongoing	Allison Martin
Branding of City Sustainability Efforts	Brand plan	Develop name and PR/brand plan for citywide sustainability efforts and promotion	TBD	<i>Plan:</i> May 2021	
Sustainable Leadership Network	Initial written plan and/or City Policy Initiate networking infrastructure (if appropriate) Begin network recruitment (if appropriate)	Identify and implement appropriate ways City can create or host an information hub for local sustainability organizations and professionals/leaders	Model after Cool Davis Coalition	<i>Plan or Policy:</i> June 2021 <i>Networking Infrastructure:</i> December 2021 <i>Network Recruitment:</i> Ongoing	
Administration					
System of Regular Communication	Develop a system for regular communication with City Council	Communicate with City Council Collaborate and communicate with City staff on relevant issues discussed by City Council	NA	Quarterly	
Review of City Council and City Commission Agendas	Quarterly (monthly?) report on City Council and City Commission agendas	Review City Council and City commission agendas Notify SAC on relevant items	NA	Quarterly	

Committee Member Recruitment	Filled vacancies	Encourage interested community members and sustainability leaders to apply for SAC vacancies	Attend Farmer's Markets or city events to promote positions Coordinate promotion with Community Outreach & Engagement group	Ongoing	
Analytics & Reporting	Report	Evaluate and report on status of SAC activities	NA	December 2021	

Sustainability Advisory Committee

Long Range Calendar

November 16, 2022

Priority Items to Schedule

- Ad-hoc policy
- Yolo County compost facility
- Zoning ordinance review

Ongoing Topics

- Cool Davis
- Sierra Club and electric homes
- Carpet recycling facility
- Energy efficiency center (Sonoma)
- Woodland Regional Park Preserve tour
- Social justice and equity practices re: sustainability
- City's GHG footprint
- Green buildings and healthy environments in existing structures
- Electrification in new construction