



CLIMATE ACTION AND ADAPTATION TASK FORCE

September 21, 2023

6:00 – 9:00 PM

Pacifica Community Center, Card Room
540 Crespi Drive, Pacifica, CA 94044

ADOPTED MEETING MINUTES

Call to Order:

6:05 PM

Members Present:

Maria Barr
Kimberly Finale
Kai Martin
Monica Meagher
Margo Meiman
Rick Nahass
Dave Plumb
Carl Schwab
Jake Scussel
Nancy Tierney
Cindy Yang

Staff Members:

Kevin Woodhouse – City Manager
Christian Murdock – Planning Director
Elizabeth Brooks – Management Analyst II
Gabriel Trevino – CivicSpark Fellow

Welcome and Introductions:

City Manager Woodhouse made welcoming remarks for the Task Force's first meeting. He noted there was a social ease amongst the members and took that to be a positive indicator for the group's future work. He thanked members for volunteering for this work. He then asked everyone in the room to introduce themselves, share their connection to Pacifica, and what about this undertaking excites them.

Members shared one by one, answering the City Manager's prompts.

Staff members then shared, offering their answers to the same prompts.

City Manager Woodhouse thanked everyone. He shared briefly about his professional background. He then gave an overview of the complexities of the City's environmental, economic, legal, and social setting, describing it as a "complex decision-making ecosystem" and mentioning this information is to provide the larger context for the work the Task Force will be doing. He noted the work of the Task Force will accomplish one of the major goals of City Council's 2023-2030 Strategic Plan.

Laying the Foundation:



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Management Analyst Elizabeth Brooks provided an overview of the night's objectives (presentation slides attached), noting that the meeting's purpose is to welcome Task Force members, orient them to the mission and responsibilities of the Task Force, as well as leave the meeting with clear next steps for moving forward. Staff would provide an overview of Pacific's climate action background, review the role and expectations of a task force member and the mission of this task force, discuss operating procedures, member roles and expectations, as well as a regular meeting schedule. Staff would also present an example CAP work plan and timeline and information on regional resources. The Task Force would then discuss items for next meeting's agenda. The meeting would end with public comment.

Background and History of Climate Action in Pacifica:

CivicSpark Fellow Gabriel Trevino presented on the state of climate action in Pacifica, as it pertains to the global problem, California's climate action goals, and Pacifica's previous 2014 Climate Action Plan. Using Pacifica's 2005 baseline data, Fellow Trevino noted that transportation, residential natural gas, and residential electricity make up the majority of Pacifica's GHG emissions and would be the crucial factors to address in the new Climate Action and Adaptation Plan drafted by this Task Force. He noted that by 2017, which was the most recent data available at the time of preparing for the meeting, Pacifica experienced a 26.5% decrease in GHG emissions as compared to 2005.

One Task Force member wished to clarify if these were measurements of Scope 1 or Scope 2 emissions. Fellow Trevino noted that the data sources did not make this clear, but that staff would look into that and bring back more information.

Fellow Trevino noted 2020 data shows that since joining Peninsula Clean Energy in 2017, Pacifica has avoided 35,000 metric tons of GHG emissions. In contrast though, vehicle miles traveled has increased since the 2005 baseline year.

A question was asked, is there a budget? Director Murdock responded the Task Force does not have a dedicated line-item budget. There is council support and funding available to pay for some things within the scope of what council has asked you to do.

The group then paused to review some communication logistics as pertains to the group's intranet page. Elizabeth Brooks went over access and resources available on that site.

Overview of Commission & Committee Handbook and Brown Act:

Management Analyst Brooks then proceeded with the presentation covering the City's Committee and Commission Handbook, as well as the Brown Act and how these pertain to the role and duty of a CAAP Task Force member.



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Planning Director Murdock interjected to highlight the unique mission and makeup of this task force in the course of Pacifica history, as it is a community member-led endeavor working to accomplish a major City Council priority, which would typically be the work of City staff, but in this new form is being taken on by community volunteers.

Management Analyst Brooks continued and delineated the City's governance structure, including the people and the guiding documents that act as guiding policy for the City. Next discussed was the role of a committee member and the role of city staff, per the Committee and Commission Handbook. Following this, the Brown Act was covered as it pertains to public meetings, public comment, and public records.

Staff and Task Force members took some time to discuss the particulars of the Brown Act and how they should conduct business under these guidelines.

Review Task Force Charter, Expectations, Roles, and Operating Procedures:

Management Analyst Brooks segued into an overview of the specific mission and operations of the CAAP Force, including a review of the Task Force Charter, expectations of a member, their roles, and discussion of an operating procedure.

The Charter was read for review.

Expectations of a Task Force member were reviewed, as they are delineated in the Committee and Commission Handbook and Task Force Charter.

Management Analyst Brooks then raised for discussion the matters of electing a Chair/Vice Chair, identifying subcommittees, meeting conduct, and project management.

A question was asked about what the City Council direction was for the scope of the work of the CAAP Task Force. Management Analyst Brooks replied that the City Council did not put any constraints on the operations and deliverables of the CAAP Task Force so that the Task Force could decide how narrow or wide the work and deliverables would be.

Members discussed these topics at length, particularly what would be the best way to go about defining the Draft CAAP's scope, as well as how to determine what subcommittees would be needed. Their conclusion was that more data would be helpful to inform their discussion regarding scope, as well as a uniform understanding of how the term "scope" is being used. Members also wished for more information regarding best practices for governing a task force such as this and more information regarding what kinds of subcommittees groups like this have



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formed. Staff agreed to come with this information to the next meeting for Task Force members to consider.

Future Meetings:

Third Tuesdays of the month were identified as the optimal regular meeting day for the group with the next meeting to be scheduled for October 17, 2023.

Summary and Next Steps:

Members agreed that before the next meeting they would each be responsible to read Pacifica 2014 Climate Action Plan, the RICAPS CAP Template, as well as familiarize themselves with the 2016 and 2017 GHG emissions data on the City's website.

Public Communications:

None

Adjournment:

8:50 PM