



CLIMATE ACTION AND ADAPTATION TASK FORCE

October 17, 2023

6:30 PM

Pacifica Police Department, EOC
2075 Coast Highway, Pacifica, CA 94044

MEETING MINUTES

Call to Order:

6:48PM by *Fellow Trevino*

Roll Call:

Members Present:

Kimberly Finale, Kai Martin, Monica Meagher, Margo Meiman, Rick Nahass, Dave Plumb, Carl Schwab, Jake Scussel, Nancy Tierney

Members Absent:

Maria Barr, Cindy Yang

Staff Present:

Christian Murdock – Planning Director
Elizabeth Brooks – Management Analyst II
Gabriel Trevino – CivicSpark Fellow

Approval of Agenda:

Unanimously approved

Approval of September 21, 2023 Minutes:

Nahass requested the following modifications:

- Add that a question was asked about what the City Council direction was for the scope of the work of the CAAP Task Force. The answer from Analyst Brooks was 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.
- Add that 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.
- Request that references to the Task Force work be changed from “project” to “program” or similar.

Meagher moved to approve the minutes as amended. *Martin* seconded. The motion passed unanimously.

Community Communications:



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Gail Benton Shoemaker: Spoke as member of Tree City Pacifica advocating for nature-based solutions to be included in Pacifica's CAAP, specifically by including a tree canopy goal. The speaker notes that the International Union for Conservation of Nature is promoting a 30% canopy cover for every neighborhood. Tree City Pacifica solicited the assistance of Dr. Matt Ritter of Cal Poly San Luis Obispo, who arranged for a member of their Urban Forest Ecosystem Institute, Cami Pawlak, to assist Pacifica by creating a tool that will measure Pacifica's current tree canopy coverage for free. Once available, this tool can be used by the CAAP Force.

Paul Totah: Spoke as member of Tree City Pacifica advocating for nature-based solutions to be included in Pacifica's CAAP, specifically by including a tree canopy goal. As examples, he shared that the following jurisdictions have set the following goals:

- San Diego is aiming for 15% urban tree canopy coverage by 2020, 35% by 2035
- Cleveland is aiming for 30% canopy by 2040.
- Bowie MD's is aiming for a 45% urban tree canopy goal.
- Portland, OR aims to expand urban forest canopy to cover 1/3 of the city.
- Milwaukee, Oregon aims to increase its tree canopy to 40% by 2040.

He noted that urban forest helps reduce the amount of CO₂ in the atmosphere, conserve energy, provide shade, capture storm water runoff, and curb the impacts of flooding.

Jeff Moroso: Spoke as member of Tree City Pacifica advocating for nature-based solutions to be included in Pacifica's CAAP, specifically by including a tree canopy goal. He notes that planting trees is one of the easiest and most-long term things a citizen can do to help fight climate change. He shares that trees will capture carbon, help reduce the urban heat island effect, make walking and biking more pleasant on hot days, and improve local air quality, all of which improve public health and well-being. He states that studies have shown an association between urban forest canopy and better microclimates, physical and mental health, and reduction of noise levels by creating more leaves in neighborhoods. They can also encourage people to spend more time outdoors and to interact with their neighbors, which in turn promotes social health.

Task Force Communications:

Meagher: Attended Second Annual Climate Summit for San Mateo County and reported there were good resources shared for community engagement and working with community-based organizations.



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Tierney: Also attended Second Annual Climate Summit for San Mateo County and reported there were good connections and, in addition to the substance dealing with climate change, a focus on community organizing.

Nahass: Reported he took part with the Pacifica Climate Committee at the Fog Fest, sharing alternative transportation information. They received 45 responses to a survey regarding public transportation. He also noted that the RICAPS CAP Template touches on green canopy being one of the cheapest carbon sequestration processes. This approach would support the concerns raised by the public comments.

Schwab: Attended the Electrification of Homes tour in Pacifica, and while the solutions were not new, it was interesting to see them being utilized in various settings.

Staff Communications:

Fellow Trevino: Reported he attended the September RICAPS meeting where representatives from other city governments, companies, local companies, consulting groups, and nonprofits gathered to share resources regarding the electrification of cities and personal homes. The meeting focused on the capital improvement planning process as a strategy for preparing for electrification city and country wide. He asked who the Task Force would like to identify as their liaison to RICAPS meetings going forward, as well as an alternate.

Nahass volunteered with *Tierney* and *Finale* as alternates.

Fellow Trevino continued to report that he had attended the October Local Energy Resources Network (LERN) meeting where the hosts shared information on potential grant opportunities that cities around San Mateo County can utilize, as well as the new Statewide Home Energy Score program, which looks to engage citizens in developing strategies for their own households for electrification and energy efficiency standards. He asked who the Task Force would like to identify as a point person to track LERN resource updates.

Meagher volunteered with *Schwab* as an alternate.



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Fellow Trevino also reported he had attended the Climate Summit.

Analyst Brooks reminded Task Force members to share communication meant for the whole group with Staff first and Staff will then distribute it to the group as a whole to avoid any potential Brown Act violations.

She briefly shared that RICAPS and RINCON had completed an assessment of Pacifica's CIP and shared their results with the group. The assessment includes electrifiable opportunities identified in the CIP and suggested alternatives, how to prioritize them, a list of next steps, project descriptions, details for the projects themselves, and resources for how to implement.

Discussion:

Item 1: Scope of Pacifica's Climate Action and Adaptation Plan (CAAP)

Fellow Trevino began his report by clearly defining the meaning of scope as it pertains to Scope Emissions in comparison with the definition of scope as it pertains to the parameters of a particular project. He clarified that the Task Force is tasked with defining the scope of the CAAP as in defining its parameters.

Noting that in their previous meeting, the Task Force had asked for what GHG emissions data may be available for review, *Fellow Trevino* reported staff were able to obtain information from PG&E. He gave an overview of 2022 GHG emissions data as tabulated by PG&E, underscoring that the data warranted further staff review as some of the information was not fully defined.

Fellow Trevino then presented an analysis of the CAP scopes from multiple other jurisdictions concluding that a strong CAP scope is broadly defined and establishes timelines for its actions. He noted that scopes generally included some or all of the following "measures": the three obligatory CARB ones, adaptation, resiliency, nature-based solutions, net zero, and carbon neutral.

The Task Force then discussed how they would like to define the scope of Pacifica's CAAP.

It was asked if this should be the task of a Scoping Subcommittee and it was agreed that the discussion should be held by the group as a whole.



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The various measures presented by *Fellow Trevino* were considered for suitability and feasibility. It was suggested that community engagement, food waste, and equity should also be considered. It was suggested that the scope include a target date and that current and upcoming legislation be kept in mind as it may impact the scope. It was also suggested that using CEQA guidelines could also be beneficial in defining the scope. A CEQA-certified CAP is not required but could potentially create processing efficiencies for the City.

The Task Force came to consensus that adaptation, mitigation, nature-based solutions, resiliency, community engagement, sustainability, and public health were important factors for consideration in the scope statement.

Martin shared the scope statement of the City of El Cerrito and Task Force members responded in favor of its language. *Fellow Trevino* then shared a rough draft statement he compiled based off the ongoing discussion and members responded in favor of that scope version as well.

The group agreed that the scope statement should be drafted as a "living document" that can be altered as their work goes on. It does not need to be officially documented until the Draft CAAP is presented to Council.

Staff offered to draft 3-4 scope statements, incorporating comments from this discussion, and bring those options back to the Task Force at the next meeting for their final consideration.

There was consensus for this approach.

Item 2: Rules of Order, Election of Officers, and Subcommittees for CAAP Task Force

Analyst Brooks presented a report outlining best practices for committee rules of order and made the following recommendations for practices/rules to be adopted by the Task Force:

Communications

- In the instance of the larger body, the Chair or Vice Chair will be the point of communication to staff, regional partners, and when presenting to City Council.



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- In the case of subcommittees, a subcommittee member shall be appointed to be the communication lead for that group. They will be responsible to report out at Task Force meetings on behalf of the subcommittee and be the point of communication on behalf of the group.

Agenda

- The Chair or Vice Chair, in collaboration with staff, will create the agenda.
- All agenda item materials should be submitted to staff in final form no later than 7 calendar days prior to the related meeting.
- Staff will prepare the agenda packet and publish no later than the Friday before a regularly scheduled Tuesday meeting.

Subcommittees

- The Task Force may establish subcommittees for specific tasks or projects.
- Subcommittees are established by consensus, can be ongoing or ad-hoc, and must have a clear and specific directive.
- Subcommittees will report to the Task Force and will not have decision-making authority.
- Members are encouraged to serve on at least one subcommittee and may serve on more than one at a time or throughout their appointment, while ensuring compliance with the Brown Act.

The rules were approved without objection.

After hearing *Analyst Brooks* present further on the types and purposes of subcommittees for groups such as the CAAP Force, the Task Force members entered into discussion as to what subcommittees they found to be essential to form right away. Members agreed on the following subcommittees:

- Strategies and Actions Subcommittee
- Policies and Regulations Research Subcommittee
- Community Engagement and Outreach Subcommittee

Martin moved to approve the formation of these three groups. *Meiman* seconded. The motion passed without objection.

Members then volunteered for the newly formed subcommittees with the following membership:

- Strategies and Actions Subcommittee
 - Monica Meagher



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- Kai Martin
- Carl Schwab
- Nancy Tierney
- Policies and Regulations Research Subcommittee
 - Dave Plumb
 - Nancy Tierney
 - Margo Meiman
 - Carl Schwab
- Community Engagement and Outreach Subcommittee
 - Kim Finale
 - Rick Nahass
 - Jake Scussel

Meagher moved to approve this membership. *Meiman* seconded. The motion passed without objection.

Meiman nominated *Meagher* to be Chair of the Task Force. No other nominations were put forth.

Martin moved to appoint *Meagher* as Chair. *Nahass* seconded. The motion passed without objection.

Martin was nominated to be Vice Chair.

Meagher moved to appoint *Martin* as Vice Chair. *Tierney* seconded. The motion passed without objection.

Adjournment:

9:04PM by *Analyst Brooks*

Next Meeting:

November 21, 2023