



# CLIMATE ACTION AND ADAPTATION TASK FORCE

February 20, 2024 @ 6:30 PM

City Council Chambers, 2212 Beach Boulevard, Pacifica, CA 94044

## MEETING MINUTES

**Call to Order:** 6:32pm by Fellow Trevino

### **Roll Call:**

#### **Members Present:**

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

#### **Members Absent:**

Maria Barr, Jake Scussel

#### **Staff Present:**

Elizabeth Brooks - Management Analyst II  
Gabriel Trevino - CivicSpark Fellow

### **Approval of Agenda:**

Finale motions to approve the agenda, Martin seconds the motion. Agenda approved without objection.

### **Approval of February 20, 2024 Minutes:**

Tierney motions to approve the Minutes from February Meeting. Meiman seconds. Minutes approved without objection.

### **Community Communications:**

No community members were present at the meeting.

### **Task Force Communications:**

*Nahass:* Summarized takeaways from RICAPS meeting regarding BAYREN; aiming to redesign programs for lower income households, and forwarded them the contact information for Housing For All Pacifica so that locals may take part in the survey process.

*Tierney:* Discussed the Pacifica Environmental Family sponsored talk with the former Executive Director of the California Coastal Commission Charles Lester. Provided details regarding follow up discussion on March 3rd at Pedro Point with author Rosanna Xia. Notified group that Office of Planning and Research meeting postponed as Staff personnel changes occur.

*Meagher:* Attended the LERN meeting on February 13, 2024 and discussed Normalized Metered Energy Consumption by comparing energy used to energy saved from project development aspects such as upgrading energy efficient appliances. Suggested that someone from the Energy Reductions Subcommittee be the new representative such as

Margo Meiman.

- Meiman volunteered to take over attendance for forthcoming LERN meetings.

*Martin:* Notified group that he is in communication with Tree City Pacifica and talked with Cami Pawlak, a researcher with Urban Forest Ecosystem Institute. Described how they will use a tool to calculate urban canopy throughout Pacifica and are ready to begin that process and provide data to our group. Additionally described how his own research for a personal installation regarding heat pump water heaters revealed that some of the best and highest performing models from around the world are not eligible for BAYREN programs because the structure of them deem them not Energy Star certified.

*Plumb:* Described personal anecdote of having solar panels installed and the difficulties of that decision as the installers were not experienced roofers and created issues within his home. Recommends that if the city is going to continue to promote the use of solar panels that experienced roofers need to be involved in the process.

#### **Staff Communications:**

*Brooks:* Discussed with the group the ongoing issues regarding the password changes at a citywide level. Listed the new password requirements and suggested that Task Force members change passwords as soon as possible. She offered assistance if anyone persists to have issues accessing the city emails and resources.

*Trevino:* Provided update from Rincon regarding when to expect the upcoming greenhouse gas inventory for the 2023 year. Suggested the Task Force adjust our Roadmap accordingly to reflect that updated inventory data will be available in the Fall of 2024. Additionally summarized the context of privacy rules protecting certain data from being available on the inventory from 2021; suggested that we follow Rincon's process of requesting a records request from these protected entities. His final update regarding Rincon was a description of their recommendations for measure actions to include in the CAAP draft, specifically regarding Peninsula Clean Energy accounts citywide. Then shifted focus towards summarizing the stakeholder interviews and the results gleaned from these discussions.

- There was discussion between various members of the Task Force about one of the recommendations provided in these stakeholder meetings, specifically about writing draft ordinance/policy
- Brooks provided clarification that this could be added as an Appendix to the Draft CAAP, taking the form of template ordinance or policy. Additionally informed the group that RICAPS is currently working on developing a resource hub for this sort of ordinance and draft policy in a template to update the current CAAP countywide template. Tierney and Finale called to attention that we could look to the other cities around us as a first step for this in the event we get to that portion of the project before the RICAPS update is released, and that these would ultimately be provided in the form of a recommendation

- There was then discussion between Finale and Brooks regarding the issue of complaint driven inspections, how this relates to inspections from the Building Official, and related back to the topic of clear ordinance language

*Trevino:* Described the challenges and drawbacks of current inspection process, as well as how our project should aim to address inspection challenges to make other departments responsibilities as easy as possible through clear, concise ordinance language.

- Martin further supported this idea that along with including recommended or suggested draft ordinance and draft policy examples in the form of an Appendix, there should be an Appendix that delegates responsibilities from the Draft CAAP to the various departments. He highlighted how doing so will enable departments to form a checklist of what it is they need to accomplish to support this goal, and which of those actions are feasible or easiest to implement with current resources
- Meiman requested that attention be called to some statements made by the Building Official, as the reasoning and specific statistics they provided were anecdotal and not at all made for citation purposes. Specifically, the comments the Building Official made regarding energy efficiency and generation/transmission losses. Trevino offered to reach out to the Building Official to invite them to a monthly meeting to answer any more questions, as the Building Official willingly volunteered to speak to the Task Force regarding the Document.

**Discussion:**

**Item 1: Receive update on Subcommittee descriptions and receive Roadmap action detailed document from SAS**

*Martin:* Summarized objectives of the updated and detailed recommended actions.

*Schwab:* In a detailed manner, described the changes he made to the original document provided by City Staff at the beginning of the CAAP project to guide them in the creation of Subcommittees. He described how certain overlaps allowed for the combination of original Subcommittee ideas, and justified the necessity for possible new additions of Subcommittee groups that would be necessary later in the lifetime of the project.

- Finale commented on the need for more education regarding some topics in these Subcommittee groups, such as issues related to waste generation, recycling, and food. She discussed how embedded in the responsibilities of these Subcommittees should be more public education, and how it would be nice for the City Manager to acknowledge issues from the climate. Brooks related what Finale discussed back to the presentation and reminded the group that the primary objective of our project is policy and action recommendation. Education can happen along the way, and community outreach should absolutely be part of the process but it is not the main directive.

- Martin built on this idea and stated that COS can be very influential in this, and separately the Draft CAAP can have other goals that build on this and the City Council can then decide on implementation of those recommendations.

**Item 2: Receive report on current state of CAP actions/completed actions from RDAS**

*Nahass:* Shared the analysis process of documenting goals that were shared in the 2014 CAP document, and how they measured progress on these goals. Shared with the group the sources of information used to compile this information, which included City Staff resources, Rincon data, and existing City documents regarding updates to codes or climate action.

*Meagher:* Shared the second half of this assessment, which covered the effectiveness of the actions that had been taken since 2014. Discussed potential limiting factors in quantifying this effectiveness due to the lack of newer data yet to be supplied by sources such as Rincon.

**Item 3: Receive update on FlashVote Survey, presentation of Engagement Plan, and Instructions for Stakeholder Engagement from COS**

*Finale:* Summarized all communications between COS, City Staff, and FlashVote Survey consultants dating back to December when beginning with the initial draft survey. Described the process of receiving feedback from the Task Force, applying feedback received from Task Force and the consultant, and the input of City Staff during COS meetings to finalize drafts ready for approval.

- Discussion between various members of the Task Force and City Staff Brooks regarding the logistics of FlashVote Survey, such as signing up, what the titles of previous surveys have been, engagement levels, warnings against self selecting a testing population, including an announcement in the City Manager newsletter, and the timeline of the survey distribution and data collection period
- Discussion then took place between members of the Task Force regarding the approval of the current version of the survey and suggested revisions. Meiman suggested adding wildfire as an answer option, Martin requested air quality be another answer option. Further revision suggestions followed from the group, relating to rewording 'global warming' to 'climate change', alternative personal actions residents can take, and grammar
- Finale discussed with the Task Force the possibility of releasing another community survey in the future with different and more detailed questions, to which the Task Force generally agreed would be beneficial

*Finale:* Continued presentation of Engagement Plan and described the four

phases of community engagement and what group responsibilities would be.

- Tierney and others in the group asked questions regarding the logistics with various phases of the community engagement process, and who to contact. Trevino assisted with answering that certain phases include collecting information, sifting through personnel resources throughout the community that would be interested in engaging with the group at some point, and how to go forward with assembling stakeholders to be contacted

**Item 4: Receive update from ERES**

*Meiman:* Summarized general description of the Subcommittee's focus and when to expect deliverables

**Item 5: Receive update from TLUS**

*Schwab:* Summarized general description of this new Subcommittee's focus and when to expect deliverables

*Tierney:* Moved for Task Force approval to add members Schwab and Plumb to their respective Subcommittees. Martin seconded the motion. Seeing no objections the motion was approved.

*Meagher:* Summarized actions for next Task Force meeting and date.

Meeting adjourned at 8:37pm