



CLIMATE ACTION AND ADAPTATION TASK FORCE

November 21, 2023 @ 6:30 PM

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

MEETING MINUTES

Call to Order:

6:31PM by Fellow Trevino

Roll Call:

Members Present:

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

Members Absent:

Cindy Yang

Staff Present:

Elizabeth Brooks - Management Analyst II
Gabriel Trevino - CivicSpark Fellow

Approval of Agenda:

Nahass inquired about the timeline between receiving agenda packet items and approving them, specifically regarding the Milestone Framework

- Chair Monica Meagher explained that while that will be the typical timeline for reviewing an agenda packet item, if more time is needed to approve an action item then more time can be allotted for that. Chair Meagher then made the distinction between the current agenda and the approval of the previous meeting's agenda.

No objections to approve the agenda

Approval of October 17, 2023 Minutes:

Vice Chair Kai Martin requested to change the minutes of the October meeting in regarding the spelling of a community member's name.

- Kenny Pollak to be adjusted to the spelling "Cami Pawlak"

Chair Meagher moved to approve the minutes as amended, Tierney seconded.

The motion passed unanimously.

Community Communications:

No community members were present at this meeting.

Task Force Communications:

Meagher: Chair Meagher requested that Task Force member communications be limited in time in order to stay on schedule and be anywhere from 30 seconds to a minute.

Martin: Reminded group that this would not be report outs from Subcommittee groups, but perhaps what was done as an individual. Vice Chair Kai Martin

had nothing to report.

Nahass: Attended two RICAPS meetings: one meeting about vehicle Electrification and the other meeting being about cities adopting a resolution to abide by certain RICAPS goals. He requested information on the City's Reach Codes.

Finale: Attended Youth Advisory Board meeting, went as a representative of this Task Force and sought their involvement in some capacity. Also attended both RICAPS meetings. Attended a City Council meeting, sought Councilwoman Bier's support to engage with resources through the Pride celebrations.

Meiman: Attended the EV Expo, also discussed targeted postcards to customers that still have gas appliances in their homes. Goal is to convince them to switch away from gas appliances, were able to send more than 400 postcards via another climate activist group outside of the Task Force.

Tierney: Also attended the second RICAPS meeting.

Meagher: Via her day job working for BART, she participated in the Bay Area Regional Climate Action Planning Initiative, as hosted by the Bay Area Air Quality Management District. Sought funding via the EPA's Climate Pollution Reduction Grant, and examined transportation mode shift and residential building electrification. Focus on mobility hubs as the main avenue for funding. Attended Local Energy Resource Network meeting, would be good to look to this source for funding opportunity knowledge when we get to that part of the CAAP Project. She then answered Schwab's question regarding Brown Act and how many members of the Task Force are allowed to all attend various upcoming meetings.

Staff Communications:

Trevino: Summarized the agenda packet items. The first being resources regarding the San Mateo County Climate Summit. The following was regarding the October 30th communications report which addressed questions about the RICAPS Rincon Inventory, such as which tools are used, scope emissions tracked, and verification of greenhouse gas emission inventories. The following item was described as a report detailing answers to the questions from the initial communications report, as provided by Ryan Gardner and representatives from Rincon. The final document summarized was the RICAPS meeting notes regarding the Gov EV Fleet Program via PCE.

There was then discussion between City Staff Elizabeth Brooks to Meagher, Tierney, Nahass, and Finale regarding how many people are allowed to go to RICAPS meetings in reference to the Brown Act limit, and between the primary

contacts and alternates who should be in attendance for the in person December RICAPS meeting.

Trevino: Described the Rincon Inventory for the 2021 year, as well as a manual analysis he conducted of data provided by the California Energy Commission on total number of vehicle fuel types registered in Pacifica for 2023. He said that if Task Force members would like to view the report, it will be appearing on the CAAP Intranet after the meeting ends. Pointed out that according to the California Energy Commissions Vehicle Infrastructure data, only around 3.5% of cars registered in Pacifica are fully zero emission.

Discussion:

Item 1: Approval of Scope for Pacifica's Climate Action and Adaptation Plan

Meagher and Brooks handed out the print out materials regarding the Scope Statement Alternatives, while Trevino described the color coding of the scope statements to the group. He described that green highlighted portions of the scope statements are what were agreed upon and necessary components of the scope; yellow highlights are what he added to flesh out the scope statements; finally, the light blue highlighted portions are where there could be room for significant changes to terminology or rhetoric.

Tierney: Noted her personal preference to the group that the language of the scope may be improved by substituting the phrase 'Pacifica aims to..' with 'Pacifica is committed to..' or something along those lines. Also suggested staying away from language such as 'embarking', 'journey', and to overall avoid a poetic tone and focus on an active voice.

Martin: Built upon Tierney's ideas, and suggested Scope Statement Alternative 3 as his personal choice. He also reminded the group that whatever choice is made can be amended based on how the goals of the Task Force may change.

Tierney: Asked the group if they would like to go through and wordsmith each one, and if that is really the best use of time for the meeting, or if the group would prefer to choose the Scope Statement Alternative that is 'closest to' the best and amend it further going forward. Then asked about the varying terminology used to differentiate more aggressive goals from more passive ones. Trevino responded that what was signified by this difference was primarily for the purpose of exceeding the bare minimum standards for greenhouse gas emission reduction targets.

Martin: Suggested that the changes proposed by Fellow Trevino in the yellow highlights can additionally be thought of as goals related to timelines in comparison to CARB timelines.

Meagher: Responded to Tierney's timing question by notifying the group that 20

minutes could be allotted to this activity in order to stay on schedule. There was then discussion between Meagher, Martin, and Fellow Trevino for the whole group as to how to move forward with choosing an alternative that most people could agree on is closest to the desired outcome, and for Staff to then receive feedback on it and to organize for the following meeting. Trevino then suggested that according to the presentation structure, an alternative could be discussed briefly and voted out as the weakest option upon individual examination.

Meiman: Asked Trevino about how he would characterize each of the alternatives since he wrote them and should know them the best. To this question Trevino answered that there are mainly just differences in rhetoric, terminology, active voice, and goal assertiveness.

Plumb: Had a concern about how nature based solutions fit into the scope of the plan, and how much of an impact that is having. To this, Martin responded that nature based solutions are part of the problem, so while a larger issue such as transportation may be the focus due to its large contribution to the total greenhouse gasses emitted in Pacifica, action should be taken in all sectors as as much as possible. Meagher built upon this statement to remind the Task Force that this project is inclusive of adaptation, so action should be taken to be ready for other impacts from climate change. More discussion was had regarding the commitment to nature based solutions going forward as a means to impact the total amount of greenhouse gasses coming from Pacifica and how to mitigate that via natural pathways.

Nahass: Suggested word changes between alternatives, and substituting passive terms such as 'compass' for 'blueprint'. Additionally suggested and questioned the use of 'health' as compared to 'public health'. To this Trevino responded that in the initial draft of the scope statement, 'health' was left intentionally broad. Martin built on this to say that 'health' here means human health, nature health, etc.. Meiman suggested blueprint, guide, framework all as terms in substitute of compass.

Meagher: Took a vote on the alternative to move forward with on wordsmithing. Majority vote for alternative 3. Further discussion about shortening or eliminating sentences to clear redundancies, and about action defined in the scope such as consumption based analysis. Meiman and Plumb suggest other revisions regarding terminology, sentence structure, and how to best proceed.

Martin: Reminded the group that some of the directives outlined in the scope, while being agreed upon now, are to be carried out later in the process of the entire project. Discussion involving Meiman, Nahass, Meagher, Martin, Plumb, and Tierney around some actions being completed now, then other actions later, and then separately an implementation plan. Brooks reminded the group that per

the directives of City Council, implementation is not in the purview of the Task Force but can be requested to include some sort of implementation plan.

Finale: Pointed out that success in a plan is marked by the carrying out of said plan. Meagher directed attention to the screen where Trevino was conducting live edits during the discussion to the scope statement. Trevino added 'monitoring' as a term included to address Finale's comment.

Kai motions to approve the living scope statement and following edits. Barr seconds the motion.

Item 2: Subcommittee Updates

a. Strategy and Actions Subcommittee

i. Approval of ICLEI 5-Milestone Framework

Martin: Describes 5 Pathway model and circular economy, recommended we use the older 5 Milestone Framework model as we are not yet at a point where Pacifica needs to discuss a circular economy. Reminded the group that RICAPS uses ICLEI, and that the 2014 Pacifica CAP uses this framework, and all of San Mateo County uses ICLEI. Then presented the framework model and the various stages, ranging from in Milestone 1: Initiating and detailing the following necessary steps. Steps involved assessing what the City has accomplished, and to start developing goals, actions, drivers and constraints, etc..

Nahass: Asked a clarifying question about which step of the 5 Milestones we will be starting in. Martin suggested that since we are not at a place in the project where we are ready to implement action measures, we need to conduct an analysis of what has been done already by the City (Milestone 5) and begin the goal setting and determining drivers, constraints, stakeholders, etc. that are part of Milestone 1 and Milestone 2. Schwab built on what Martin was saying by describing how through his research there was not a particularly prescriptive plan for doing a project like this, and that ICLEI was the closest and seems to be the worldwide standard.

Meiman moved to approve the recommendation by the Strategies and Actions Subcommittee, Barr seconded the motion.

ii. Receive Information on GHG Inventory and Roadmap

Martin: Described what is displayed on the presentation screen, which was a color-coded roadmap of suggested action items per Subcommittee to complete per month. Colors correlate to the Strategies and Actions Subcommittee (SAS), the Community Outreach Subcommittee (COS), etc..

Martin acknowledged that the presentation of certain items were done out of order, so what he is currently presenting on is information pertinent to the

following section titled 'Provide Direction on Roadmap Tasks to All Subcommittees'

Martin: Highlighted specific actions per Subcommittee by month, and walked the group through how to properly read the roadmap resource. Meagher answered Nahass's question as to whether this will be on Sharepoint. She also reminded the group that this resource document is not something that specifically requires any action, but more serves as an informational walkthrough of the type of work each Subcommittee should be doing, for instance the COS. Martin then asked who is the chair of COS, Finale responded she is, and they deliberate on what the possible actions they should begin working on for the upcoming month could be. Provided examples of work that can be done on behalf of the COS to present information on or an update on the following month. Also proposed the idea of hosting RICAPS at meetings in later months to compare what RICAPS says to what the framework is instructing.

Finale: Requested data points to use to present to folks they may engage with via COS. Martin requested from COS a list of identified community issues to talk about. Asked specifically for a draft survey to discuss at the December meeting. Finale asked the group about the possibility of the City of Pacifica, or possibly City Council, issuing a written commitment to climate protection as a way to support the work that COS engages in.

iii. Provide Direction on Roadmap Tasks to All Subcommittees

Martin: Once again acknowledged that what is being presented at this point in time should have been in the previous section according to the published agenda. Provided an update to the Task Force that Staff and SAS met with Rincon, and they will do the inventory every 2 years. They will provide a 2023 inventory and finish around Q1 of 2024. Informed the Task Force that Rincon back-corrected some data all the way from 2010 to make data points more accurate, incorporated methane leakage, changed methodology for offroad transportation emissions to be more accurate in alignment with CARB, and other methodologies. Mentioned that Rincon is supposed to provide a menu of measures to Trevino, as well as forecast data.

Trevino: Added information about the SparQ Tool provided by Rincon and about waiting to hear back from them.

b. Community Engagement and Outreach Subcommittee

i. Event Attendance Planning

Finale: Notified the Task Force that COS met on November 4th, and agreed that despite many conversations regarding how to engage the public in a meaningful way so that they feel informed and ready to switch to building electrification, there are not many resources organized accordingly to easily support that transition.

COS discussed lack of a central location for information regarding rebates, funding programs, etc.. She pointed out that there are many factors to consider such as city programs, county programs, state programs, and federal funding etc.. Her recommendation was for the City to create a centralized website portal for residents to explore funding and rebate opportunities so they may be better informed, thus more willing, to electrify their homes. Additionally discussed lack of excess green waste resources for residents, and lack of Social Media presence for City of Pacifica regarding the CAAP.

Meagher: Built on the idea of an advisor, and suggested that City Staff sit in on COS Subcommittee meetings. Trevino suggested for this role. Martin supported this idea, so that way incorporating a City Staff will help all moving parts be more conjoined with every Subcommittee's actions.

c. Policies and Regulations Research Subcommittee

Meiman: This subcommittee had been researching which environmental regulations may influence the work of the CAAP, both state and federal. Over 100 state regulations alone, via CEC, CARB, etc. covering multiple categories such as sea level rise or electrification, etc.. Described that the challenge is how to determine which pieces of legislation will be most important to communicate to the Task Force and how much is usable information

Martin: Requested City Staff to research if other cities have a database similarly structured to inform the group. Meiman continued to say that of these 100 state regulations and agency rules, there are going to be 10 to 15 that are consistently relevant and impact the work the CAAP Task Force does. Meagher suggested flagging the regulations that directly impact greenhouse gas emissions since that concerns the primary objective of the Task Force.

Item 3: Consideration of Any Changes or Additions to Subcommittee Assignments

Meagher: Reminded the group of the time constraints, and moved on to the next agenda item. Meagher and Martin discussed introduction of the Research and Data Analysis Subcommittee (RADS or RDAS) as a way to put together statistics on how the City of Pacifica has done in certain areas regarding greenhouse gas emissions, so that way Subcommittees such as COS will be able to communicate that at events.

Nahass motioned to establish the RADS or RDAS. Meagher seconded the motion.

Meiman: Asked for clarification on the role of this Subcommittee, and specifically to review the 2014 CAP and determine how far the City has come in certain goals.

Meagher volunteered to join the Subcommittee, as well as Nahass, Tierney, and Finale. Tierney discussed how the Policies and Regulations Research Subcommittee may not need to operate for much longer after completing a compiled list of relevant laws. Barr volunteers to join COS.

Item 4: Consideration of Applying for Membership to ICLEI

Trevino recommended that the City pursue a membership for ICLEI. Summarized some of the feedback received from other municipalities regarding ICLEI, including a membership services call, access to other funding sources such as from the private sector, tools regarding emissions forecasts, etc..

Martin motioned for City to join. No objections to the motion.

Lastly, Meagher reminded all members of the deadlines regarding when to send resources to City Staff to add to the agenda.

Very briefly, Tierney summarized the Office of Planning and Research and their interest in coming to Pacifica to explore the Climate Resilience Plan Alignment Toolkit. OPR would like to partner with the City of Pacifica via community workshops, regarding topics such as what resilience is, adaptation and maladaptation, funding sources, etc.. Brooks promised to follow up on the proposal and circle back to Tierney.

Adjournment:

Adjourn at 8:37pm

Next Meeting:

Dec 19, 2023