



CLIMATE ACTION AND ADAPTATION TASK FORCE

January 16, 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:

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

Members Absent:

Dave Plumb

Staff Present:

Elizabeth Brooks - Management Analyst II
Gabriel Trevino - CivicSpark Fellow

Approval of Agenda:

Chair Monica Meagher took a poll to approve the Agenda, no one objected. Agenda passes unanimously.

Approval of December 19, 2023 Minutes:

Finale requested a correction to the December minutes, specifically to the spelling of the the author's name 'Xia'. Tierney requested a change to the minutes regarding a date change to what is recorded during Plumb's report. Meiman also requested a change to the minutes regarding how the CAAP is consistent with other city documents. She also provided notes to guide the corrections. Schwab requested corrections to the minutes regarding the goal of the CAAP to reduce greenhouse gas emissions.

Chair Meagher asks for a motion to approve the minutes with the adopted corrections, Meiman motions to approve. Martin seconds the motion to approve the minutes. Motion to approve the minutes with the discussed corrections passed.

Community Communications:

No community members were present at the meeting.

Task Force Communications:

Schwab: Attended the CCEC LERN meeting, and discussed the Climate Pollution Reduction grant, which also considers environmental justice and other topics not explicitly covered in the title of the grant. Also discussed the Clean Tech California Program.

Barr: Attended Women in Climate Tech and Sustainability Conference.

Finale: Attended City Council Meetings, and OPR Pacifica Workshop on the 10th.

Meiman: Shared that Pacific Beach Coalition is having an Earth Day Clean Up event on April 20th, and has offered the CAAP Task Force a table if our group wanted to do outreach of some sort. She also shared that the Pacifica Climate Committee got together to send out postcards regarding a switch to heat pump water heaters; 450 postcards were sent out.

Nahass: Also attended the OPR meeting, discussed presenting to the Task Force and City Council regarding solutions to include in the draft.

Tierney: Assisted with postcards, and also attended the OPR meeting. Interested in finding out how to structure the workshops they proposed after our group's initial feedback. Reminded group of Rosanna Xia event on March 3rd, and January 25th Coastal Act event.

- City Staff Brooks provided her thoughts on how to move forward with OPR, as it would need CAAP Task Force support and some other coordination with City resources.
- Discussion took place between Tierney, Finale, and Nahass regarding what the aimed focus was of the OPR workshops, as they did not seem to be particularly aimed at community engagement but rather more informative. Finale recommended that the entire Task Force sit in on a presentation with them, and from there, strategies as an entire group could potentially be generated regarding meaningful community engagement.
- Tierney volunteered and was appointed the liaison to OPR communication.

Martin: Shared how in England trash truck vehicles will be converted to electric bidirectional; so from trash trucks completing their normal routes they will be able to generate enough electricity to power homes.

Meagher: No updates at this time.

Schwab: Presented more updates, this time regarding ICLEI and giving context to what it is and the meeting that took place between himself, ICLEI representatives, and City Staff. He described the ICLEI Year Ahead meeting, and the ICLEI 101 meeting. Also described some of the other ICLEI resources and hubs, and general ICLEI information on their programs and how they may be of use to our Task Force.

Staff Communications:

Brooks: Informed the group that they can register for ICLEI using their City email addresses, since the domains are preapproved. She also encouraged the group to wait to register so that the invoice may have time to be cleared. Also updated the Task Force on all new files, folders, and permission changes that have been made to the CAAP SharePoint site. Additionally, Brooks informed the group that communication with FlashVote has been made and the process for scheduling a meeting has begun.

- Nahass and Finale had questions as to how exactly FlashVote will be assisting their group as a consultant. Brooks responded that by using the draft survey

approved by the entire Task Force, we engage in conversation with the FlashVote consulting group describing why certain questions are important to this Task Force as they represent the community, and receive feedback.

- There was then discussion between Finale, Nahass, Tierney, and Brooks regarding what are the answers we as a group are really seeking, as well as the general process of continuous review of which questions we submit to them. Brooks then clarified that our engagement with FlashVote is for that expertise of high level strategic guidance on how to frame questions to get results worth discussing.

Brooks: Continued with her announcements and informed the Task Force that the City has taken on a new grant writing consultant, and also informed the group that she is more optimistic about the type of direct assistance the City will be able to receive. Her announcement also included an update on the state of the Transportation Demand Management Plan and the general level of support from other staff within the City. Her final communication was a reminder regarding Brown Act rules, with specific reference to how many people are CC'd on an email as compared to use of BCC.

Trevino: Provided update to the Task Force that he is in the process of organizing meetings with various stakeholder departments from the City alongside Brooks in response to the questions various Task Force Subcommittee members have asked him. He details that these questions will all be split up according to the appropriate department that may provide the Task Force with the best answers; Public Works Engineering, the Building Official, and the Planning Department. He additionally provided his insights regarding the OPR meeting. He agreed with Finale that based on the goals and discussion topics presented during that meeting, there is not really room for meaningful community engagement in the context we as a Task Force were previously imagining. Lastly, he quickly reviewed some of the important concepts discussed from Schwab's update regarding ICLEI. This included the use of ICLEI's Community Site where the Task Force can access forums, and the various documents available for review. He used the example of how an entire appendix document of over fifty nature based solutions was provided within minutes after requesting from ICLEI.

- There was then discussion between the Task Force as to who to filter questions through if anyone had a request for information from ICLEI. Brooks, Meagher, and Martin suggested that questions should be sent to Schwab and Trevino directly, then they can forward the questions to ICLEI representative Wenger.

Discussion:

Item 1: Updates from Subcommittees

Martin: Asked clarifying question regarding the inclusion of a 'standing item' on the agenda. Informed the group of updates made to the Roadmap as can be found in the General Folder of the SharePoint. Summarized the work of RDAS as according to the timeline, and briefly covered the next steps. Then described the work of the soon to be created ERES, RAS, and TLUS.

- Meiman asked a clarifying question regarding the overlap of TLUS and ERES, as addressing transportation will be part of emissions reduction efforts.
- Discussion of an ICLEI Subcommittee was had, and the group determined that it may be more helpful down the road to address or to simply entrust each Subcommittee with access to ICLEI so they may access resources relevant to their topics as they need.

Schwab: Conducted PRRS presentation as a substitute for Plumb who was absent. Shared with the group that the spreadsheet looks mostly complete, and that the Subcommittee can take a break for their members to focus on other responsibilities within other Subcommittees.

Nahass: Presented RDAS update evaluating the 2014 CAP and comparing some of our groups outlined goals to what is in the RICAPS template, all within the context of evaluating the effectiveness of the 2014 CAP.

- Finale discussed the importance of including groups such as the Youth Advisory Board in our process and in how our group decides on specific actions to require City Council to adopt. Meagher reminded the group that Fellow Trevino will be engaging in discussions with various stakeholders to learn about the details behind the capital improvement plan and how certain projects are prioritized. Fellow Trevino added that unconventional community engagement could be an approach that our group adds to our version of an adapted RICAPS template; he added that eventually coming to City Council with a proven record of successful community engagement would strengthen the draft document, especially if the youth are utilized and properly incentivized.

Meagher: Regrouped the discussion after hearing agreement from Task Force regarding the strategy to engage the community ahead of approval of draft CAAP document, so as to build support for the project, foster understanding of the issue, and build a rapport within the community. Chair Meagher moved the discussion towards the approval of the new Subcommittees.

- Martin motioned to approve the creation of all three Subcommittees, Finale seconds. Motion to approve the new Subcommittees passed.
- Meiman, Schwab, Martin volunteered to join ERES
- Meagher, Tierney, Nahass, and Schwab volunteered to join TLUS
- Martin, Barr, Tierney, and Finale volunteered to join RAS
- Meagher then outlined the upcoming deliverables from various Subcommittees and from City Staff for the upcoming February meeting.

Adjourn at 8:33pm