



REGULAR MEETING MINUTES

Date: 5/17/2023
Time: 6:00 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park. CA 94025

Emergency Circumstances

ACTION: Motion and second (McKenna/ Kissel), to approve the remote participation under Assembly Bill 2449 (AB 2449) Emergency Circumstances for Commissioner Evans, passed unanimously.

A. Call To Order

Vice Chair Hedley called the meeting to order at 6:01 p.m.

B. Roll Call

Present: Evans (remote – AB 2449 Emergency Circumstances and exited at 7:59 p.m.), Vice Chair Hedley, Kissel, Lin, McKenna, Pelegri-Llopart, Schmidt, Lin
Staff: Sustainability Manager Rebecca Lucky, Management Analyst II Liz Tapia

C. Public Comment

- Lihn Dan Do provided an update on the Love Our Earth Festival event April 22, 2023.

D. Regular Business

D1. Welcome new Commissioners

Vice Chair Hedley introduced the item.

The Commission introduced and welcomed new Commissioners Brian Kissel and Eduardo Pelegri-Llopart.

D2. Select chair and vice chair

Vice Chair Hedley introduced the item.

ACTION: Motion and second (McKenna/ Kissel), to select Commissioner Hedley as Chair and Commissioner Schmidt as Vice Chair, passed unanimously.

D3. Approve the April 27, 2023 Environmental Quality Commission special meeting minutes (Attachment)

Chair Hedley introduced the item.

ACTION: Motion and second (McKenna/ Kissel), to approve April 27, 2023 Environmental Quality Commission special meeting minutes, passed unanimously.

- D4. Review and provide feedback on proposed education and outreach ideas for existing building electrification (Presentation)

Chair Hedley introduced the item.

Management Analyst Liz Tapia made the presentation (Attachment).

The Commission discussed and provided feedback on proposed education and outreach ideas for existing building electrification, data matrix to determine target groups, featured ambassadors, the creation of partnerships with the community, distribution of incentive and permit waiver information, and providing education on climate impacts generated from homes.

- D5. Consider disbanding commission subcommittees and establish a process for creating ad hoc subcommittees going forward (Presentation) (Attachment)

Chair Hedley introduced the item.

Sustainability Manager Rebecca Lucky made the presentation (Attachment).

ACTION: Motion and second (Kissel/ Schmidt), to disband the Transportation Decarbonization, Climate Adaptation, Trees and Sustainable Initiatives and Exploring Collaborative Opportunities Subcommittees, passed 5-0 (Pelegrí-Llopert abstain, Evans absent).

E. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners

Chair Hedley introduced the item.

Commissioner McKenna provided information on an upcoming Peninsula Clean Energy grantee presentation on home electrification in Pacifica and Belmont.

Vice Chair Schmidt provided an update on the Urban Forest Master Plan.

Chair Hedley provided an update on the recent Community Collaborations meeting.

Sustainability Manager Lucky provided updates regarding the Environmental Quality Commission calendar, Peninsula Clean Energy Advisory Committee meeting, Climate Action Plan progress report, roles and responsibilities of the Environmental Quality Commission, zero emission landscape equipment policy, existing building reach codes, permit fee waivers for existing building electrification, Belle Haven pool electrification, and upcoming Environmental Quality Commission meeting topics.

E. Adjournment

Chair Hedley adjourned the meeting at 8:46 p.m.

Liz Tapia, Management Analyst II

Minutes approved at the June 21, 2023 Environmental Quality Commission meeting.



AD HOC SUBCOMMITTEES

Rebecca Lucky, Sustainability Manager



AGENDA

- Overview of Ad Hoc Subcommittees
- EQC subcommittees and challenges
- What to do going forward to continue some of the work as individuals instead of a subcommittee
- Recommendation





WHAT IS AN AD HOC SUBCOMMITTEE

- An Ad Hoc Committee is:
 - Limited in duration and scope
 - Appointed by the Commission to consider a specific matter
 - Dissolved automatically upon submitting its final report/recommendation to the Commission

- Generally ad hoc subcommittees result from an agenda item or topic where the commission is having difficulties reaching a decision or they would like to explore an alternative policy, program, or recommendation to present back to the Environmental Quality Commission (EQC)

- **No more than three** of the Commission members can serve on an ad hoc subcommittee



AD HOC SUBCOMMITTEE CONTINUED

- An Ad Hoc Subcommittee is not:
 - A standing committee with a broad scope
 - Ongoing indefinitely

- Standing ongoing committees become Brown Act bodies that require further process and protocols:
 - Must follow Brown Act public meeting rules
 - Posting agendas prior to the meeting and preparing minutes for public record
 - Only the City Council can establish a standing subcommittee
 - Requires additional staff resources that may not be available



BEST PRACTICES FOR AD HOC SUBCOMMITTEES

- Aligns with direction provided to the EQC by the City Council
- Scope is narrow and specific resulting in a final report to the EQC
- Time limited- no longer than six months
- Scope is within the roles and responsibilities as defined for commissions
- Involves limited dealings with staff operations, but some check-ins may be required for final report out to the commission



ENVIRONMENTAL QUALITY COMMISSION (EQC) SUBCOMMITTEES

- Currently the EQC has 6 ad hoc subcommittees:
 1. Building Decarbonization
 2. Transportation Decarbonization
 3. Climate Adaptation
 4. Climate Outreach
 5. Trees & Sustainable Initiatives
 6. Exploring Collaborative Opportunities

- See attachment A for further details



CHALLENGES WITH CURRENT SUBCOMMITTEES

- Have existed longer than one year
- Lacks a narrow and specific scope that would result in a recommendation to the commission
- Several subcommittees require significant staff resources and limits the value of subcommittees to the commission if staff is not available to support or can only provided limited support
- Some subcommittee activities are outside the roles and responsibilities of the EQC as an advisory body to the City Council
- Potential Brown Act violations



HOW TO CONTINUE SOME OF THE GREAT IDEAS OF THE SUBCOMMITTEES

- Continue work as individuals:
 - Citizen-led community collaboration sessions
 - Research opportunities and policies and programs
 - Attending meetings of other commissions or advocacy organizations or groups
 - Working with electrification partners on specific projects as an individual and not as a city or commission representative

- Use and share what you are learning, seeing, hearing, and working on as it relates to items that come before the EQC

- Choose a Brown Act buddy and let staff know to ensure no Brown Act violations



RECOMMENDATION

- Consider disbanding all subcommittees and establish an agreed upon process for creating subcommittees going forward, such as:
 - Informing staff of your Brown Act buddies
 - Creating no more than two subcommittees at a time
 - Follow best practices when forming subcommittees

- Example of appropriate ad hoc subcommittees:
 - 2023 EQC work plan
 - Prohibition on gas powered gardening equipment that was directed by the City Council



THANK YOU

Environmental Quality Commission Subcommittees

D5-ATTACHMENT

Building Decarbonization	Transportation Decarbonization	Climate Adaptation	Climate Outreach	Trees & Sustainable Initiatives
<p>This subcommittee of up to 3 people will assist staff in developing policies and plans to convert 95% of Menlo Park's existing buildings to all-electric by 2030.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> • Researching the technical and financial feasibility of converting the City's existing building stock to all-electric • Researching financing options available to assist community members with conversions • Researching policy and funding mechanisms to assist low-income households with conversions • Reviewing legal frameworks for key policies • Facilitating City collaboration with key regional agencies and nonprofits, such as Peninsula Clean Energy • Collaborating with City staff and contractors in drafting key policies • Preparing materials to help educate the public about building electrification • Assisting City staff in completing electrification of municipal buildings • Developing Council recommendations for 2021 CAP actions related to building decarbonization 	<p>This subcommittee of 3 people will assist staff in developing policies and plans to eliminate the use of fossil fuels in transportation in Menlo Park by 2030.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> ▲ Researching the technical and financial feasibility of policies and programs to increase access to EV charging, especially during the day and for residents of multi-family housing ▲ Reviewing the offerings of service providers who may be able to assist the City and community members in building out its EV charging network ▲ Reviewing legal frameworks for proposed policies ▲ Serving as a liaison to the Complete Streets Commission in developing and achieving a City goal to reduce Vehicle Miles Traveled by 25% through 1) rezoning to support increased housing density near transit and 2) the build out of a network of connected bike/ped paths throughout town ▲ Tracking and promoting the City's goals of 1) making all new vehicles be electric by 2025 and 2) reducing gasoline sales each year by 10% ▲ Assisting City staff in converting the municipal vehicle fleet to all-electric by identifying new electric vehicle offerings for staff and Council consideration ▲ Developing Council recommendations for 2021 CAP actions related to transportation decarbonization ▲ Facilitating City collaboration with key regional nonprofits and agencies 	<p>This subcommittee of up to 3 people will research and inform City staff and Council on strategies for preparing the City for the effects of climate change.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> ▲ Attending meetings of the San Mateo County Flood and Sea Level Rise Resiliency District Board and reporting back to EQC ▲ Working with staff and Council members to engage community members who will be most affected by sea level rise to educate them and take their input on how best to address the issue ▲ Tracking Menlo Park's plans for sea walls and/or levees to protect the community against sea level rise and keeping the EQC apprised of those plans ▲ Making recommendations to City Council on proposed development in the City's future flood zones ▲ Researching other potential effects of climate change on the City, including wildfire, drought and heat waves, and identifying plans to address those effects ▲ Developing a proposal for capturing 10% of the City's 2005 greenhouse gas emissions by 2030 through direct carbon removal ▲ Facilitating City collaboration with key regional nonprofits and agencies 	<p>This subcommittee of 3 people will devise strategies for educating members of the public about Menlo Park's climate action plan to reduce greenhouse gas emissions by 90% by 2030.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> • Identifying opportunities for Staff and the EQC to educate the public about climate change and Menlo Park's climate action plan • Preparing educational materials and promoting them, either in conjunction with Staff or as private citizens with a focus on student/teacher/school outreach • Devising a plan, including proposed venues, for regularly presenting the public with information about ways to electrify buildings, decrease gasoline consumption, reduce vehicle miles traveled and prepare for climate-related emergencies • Relaying to EQC any public feedback on the CAP and related policy proposals • Supporting the City's formal outreach effort on climate policies, as directed by Staff • Facilitating City collaboration with key regional nonprofits and agencies 	<p>This subcommittee of up to 3 people will support Staff in addressing all sustainability matters not addressed by the Climate Action Plan.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> ▲ Organizing the City's Arbor Day Tree Planting event ▲ Assessing the effectiveness of the City's new Heritage Tree Ordinance and making recommendations to EQC for any changes needed ▲ Supporting Staff in development of an inventory and catalogue of the urban tree canopy ▲ Receiving public concern related to non-climate sustainability concerns, including: habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction ▲ Recommending appropriate responses or programs to address public concerns about non-climate sustainability matters ▲ Facilitating City collaboration with key regional nonprofits and agencies
<p>This subcommittee supports CAP actions #1 & 5</p>	<p>This subcommittee supports CAP actions #2, 3, 4 and 5</p>	<p>This subcommittee supports CAP action #6</p>	<p>This subcommittee supports CAP action #1, 2, 3, 4 and 6</p>	<p>This subcommittee supports EQC goals for Urban Canopy Preservation and Green and Sustainable Initiatives not related to the Climate Action Plan</p>
<p>Evans, McKenna</p>	<p>Schmidt, McKenna</p>	<p>Lin, McKenna</p>	<p>Hedley, Schmidt</p>	<p>Hedley, Schmidt</p>

Exploring Collaborative Opportunities subcommittee consisting of Commissioners Evans and Schmidt