

# Environmental Quality Commission



## REGULAR MEETING AGENDA

**Date:** 8/21/2024  
**Time:** 6:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 879 3070 9093 and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
  - Access the meeting, in-person, at the Downtown Conference Room
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID 879 3070 9093
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 879 3070 9093  
Press \*9 to raise hand to speak

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### Regular Session

#### A. Call To Order

#### B. Roll Call – Hill, Hedley, Kissel, Meyer, Vice Chair McKenna, Pelegri-Llopart, Chair Schmidt

#### C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Regular Business

D1. Approve the July 17, 2024 Environmental Quality Commission meeting minutes ([Attachment](#))

D2. Presentation from San Francisco Bay Area Planning and Urban Research Association (SPUR) ([Presentation](#))

- D3. Discuss student engagement goals and plan ([Presentation](#))
- D4. Extend duration of the Heritage Tree Ordinance Administrative Guidelines Ad Hoc Subcommittee to October 2024

## **E. Reports and Announcements**

- E1. Reports and announcements from staff and Commissioners

## **F. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.gov](mailto:jaherren@menlopark.gov). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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# Environmental Quality Commission



## REGULAR MEETING MINUTES – DRAFT

**Date:** 7/17/2024  
**Time:** 6:00 p.m.  
**Location:** Teleconference and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park. CA 94025

**A. Call To Order**

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

**B. Roll Call**

**Present:** Hill, Hedley, Kissel, Meyer, Vice Chair McKenna, Pelegri-Llopart, Chair Schmidt  
**Absent:** None  
**Staff:** Sustainability Manager Rachael Londer, Management Analyst II Liz Tapia, City Arborist Jillian Keller, Management Analyst II Joanna Chen, Public Works Supervisor Natividad Alamo

**C. Public Comment**

- Menlo Spark representative Brian Schmidt spoke on new bike lanes on El Camino Real in Palo Alto.

**D. Regular Business**

D1. Approve the June 19, 2024 Environmental Quality Commission meeting minutes (Attachment)

**ACTION:** Motion and second (Hedley/ Kissel), to approve the June 19, 2024 Environmental Quality Commission meeting minutes, passed unanimously.

D2. Review and discuss the annual City Arborist report (Presentation)

Chair Schmidt introduced the item.

City Arborist Jillian Keller, Public Works Supervisor Natividad Alamo and Management Analyst II Joanna Chen made the presentation.

The Commission received clarification on tree replacement and removal permitting processes.

- Brian Schmidt spoke on concerns related to advanced mitigation, replacement tree types and groundwater.
- Megan spoke on concerns related to new development trends and costs.
- Scott Marshall spoke in support of calculating canopy rather number of trees, review of prior presentations for comparison and home design process being included in home buying process.
- Pam D. Jones spoke in support of the arborist report, the Urban Forest Master Plan, counting trees lost, tree replacement and tree removal concerns.



The Commission discussed the permit process timeline and stages, process and content of updating administrative guidelines, and the U.S. 101/Willow Road interchange landscaping.

D3. Discuss opportunities for students to engage with the Environmental Quality Commission

Chair Schmidt introduced the item (Attachment).

The Commission discussed equity, engaging Menlo Park Youth Advisory Committee, building a pilot program and involving youth in forming a Climate Action Plan.

The Environmental Quality Commission took a recess at 7:58 p.m.

The Environmental Quality Commission reconvened at 8:06 p.m.

D4. Approve the fiscal year 2024-25 agenda calendar and work plan (Attachment)

Chair Schmidt introduced the item.

Commissioners Pelegri-Llopart, Meyer, and Kissel gave the presentation.

The Commission discussed the work plan scopes of work, subcommittees and subcommittee assignments.

**ACTION:** Motion and second (Kissel/ Hedley), to approve the work plan and form ad hoc subcommittees as outlined on the FY 24-25 work plan document, passed unanimously.

**ACTION:** Motion and second (Hedley/ Pelegri-Llopart), to disband the Work Plan Ad Hoc Subcommittee, passed unanimously.

**E. Reports and Announcements**

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on shredding and hazardous waste events, upcoming City Council meetings and zero emission landscaping equipment enforcement.

Management Analyst II Liz Tapia reported out on the zero emission landscaping equipment ordinance and voucher program.

Commissioner Meyer reported out on the Silicon Valley Youth Climate Summit on August 3.

Chair Schmidt reported out on a school bond.

**F. Adjournment**

Chair Schmidt adjourned the meeting at 9:22 p.m.

Management Analyst II Liz Tapia

# Environmental Quality Commission work plan

City Manager's Office

701 Laurel Street, Menlo Park CA 94025

Approved Sept. 24, 2024



## Work plan goals

1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work implementation for Climate Action Plan (CAP) strategies No. 1 through No. 6
2. Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
3. Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
4. Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.
5. Maintain an annual commission calendar to provide transparency and allow adequate time to prepare agenda items related to the commission's work plan; update and post for public review monthly.
6. Encourage and facilitate robust public comment and participation at Commission meetings.
7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners.

## Work plan history

Action	Date	Notes
Work plan recommended to EQC	7/17/2024	
Work plan City Council approval	9/24/2024	

## Environmental Quality Commission (EQC) agenda topics fiscal year 2024-25

Agenda schedule may change based on City Council, Chair and Vice Chair and staff requests/direction

Month	Topics	Author/Presenter	EQC role
July 2024	Discuss fiscal year 2024-25 agenda calendar, work plan and subcommittees	Sustainability staff/ad hoc subcommittee	Action by Commission
	Annual City Arborist Report and review of heritage tree ordinance administrative tree guidelines	City arborist and public works staff	Feedback to staff on ideas, policies and programs
	Discuss opportunities for student engagement in EQC	Chair	Action by Commission
August 2024	Review student engagement goals and plan	Student engagement ad hoc subcommittee	Action by Commission
	Presentation on the San Francisco Bay Area Planning and Urban Research Association's (SPUR) relevant research and programs	Guest speakers	Informational/no action
September 2024	Recommend updates to heritage tree ordinance administrative guidelines and discuss CAL FIRE grant results	Heritage tree ordinance administrative guidelines ad hoc subcommittee	Action by Commission
October 2024	Presentation from Sustainable San Mateo County	Guest speakers	Informational/no action
	Review and discuss student engagement ad hoc subcommittee recommendations	Student engagement ad hoc subcommittee	Feedback to ad hoc subcommittee
November 2024	No meeting due to holiday		
December 2024	Review and discuss recommendations to promote solar and battery storage	Distributed energy resources ad hoc subcommittee	Action by Commission
	Review of Peninsula Clean Energy (PCE) offerings	PCE staff	Informational
January 2025	Report out on Zero Emission Landscaping Equipment Voucher Program	Sustainability staff	Informational/provide feedback to staff
	Review and discuss recommendations from the impact of plastics on the environment ad hoc subcommittee	Impact of plastics on the environment ad hoc subcommittee	Action by Commission

February 2025	Transportation presentation/joint EQC meeting with Complete Streets Commission	City staff	Informational/provide feedback to staff
	CAP metrics	Sustainability staff	Provide feedback to staff
	Discuss climate bond	Chair	Informational
March 2025	Receive CAP progress report	Sustainability staff	Informational/no action
	Review and discuss recommendations for developing a climate change resilience and adaptation plan	Climate change resilience and adaptation ad hoc subcommittee, sustainability staff	Action by commission
April 2025	Report out on Zero Emission Landscaping Equipment Voucher Program	Sustainability staff	Informational, provide feedback to staff
	Discuss state, federal and additional grant opportunities	Chair	Informational, provide feedback to staff
May 2025	Select Chair and Vice Chair	Chair	Action by Commission
	Update on building electrification outreach and education and provide feedback on second round of programming (\$4.5 million grant)	Sustainability staff	Provide feedback to staff
June 2025	Discuss annual agenda calendar/ work plan to submit to the City Council	Sustainability staff/Chair and Vice Chair	Action by Commission
	Annual City Arborist Report	City arborist and public works staff	Informational
July 2025	Approve of the fiscal year 2025-26 agenda calendar	Sustainability staff	Informational
	Review and discuss recommendations to the impact of plastics on the environment ad hoc subcommittee	Impact of plastics on the environment ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee, sustainability and public works staff	Provide feedback to staff

### Ad hoc subcommittees

- Heritage Tree Ordinance Administrative Guidelines Ad Hoc Subcommittee
  - Scope: Review and present recommendations to amend the heritage tree ordinance administrative guidelines to protect heritage trees and the city's tree canopy.
  - Duration: Three months with an expected report to EQC by September 2024
  - Commissioners: Chair Schmidt, Commissioner Hill, Commissioner Larocca Hedley
- Student Engagement Ad Hoc Subcommittee
  - Scope: To identify opportunities, recommend programs, and discuss ways to engage students in Menlo Park.
  - Duration: Three months with an expected report to EQC by August 2024.
  - Commissioners: Chair Schmidt, Vice Chair McKenna, Commissioner Meyer
- Community Education and Engagement Ad Hoc Subcommittee
  - Scope: Explore and make recommendation for a new city commission for community engagement and ways that the city can encourage participation and engagement.
  - Duration: Two months with an expected report to EQC by September 2024
  - Commissioners: Commissioner Kissel, Commissioner Meyer, Commissioner Pelegri-Llopart
- Distributed Energy Resources Ad Hoc Subcommittee
  - Scope: Identify and implement programs that can increase the amount of solar and battery storage in Menlo Park.
  - Duration: Two months with an expected report to EQC by December 2024
  - Commissioners: Commissioner Pelegri-Llopart, Commissioner Hill, Commissioner Kissel
- Impact of Plastics on the Environment Ad Hoc Subcommittee
  - Scope: Research and present recommendations on programs and policies to prevent stormwater pollution prevention in the city including artificial turf and single use plastics.
  - Duration: Two months with an expected report to the EQC in January 2025
  - Commissioners: Vice Chair McKenna
- Climate Change Resilience and Adaptation Ad Hoc Subcommittee
  - Scope: Provide feedback to inform the development of a Climate Change Resilience and Adaptation Plan
  - Duration: Two months with an expected report to the EQC in March 2025
  - Commissioners: Chair Schmidt, Vice Chair McKenna
- Transportation Ad Hoc Subcommittee
  - Scope: Work with Complete Streets and Planning Commissions to develop, implement, and communicate programs that support public transit, bicycling, walking, and rolling to reduce vehicle miles traveled.
  - Duration: Two months with an expected report to the EQC in July 2025
  - Commissioners: Commissioner Larocca Hedley, Commissioner Meyer, Vice Chair McKenna

### Other topics to be determined

- Identify grant funding opportunities
- Track Menlo Park School District electrification efforts and CAP development
- Promote the installation of electric vehicle charging infrastructure
- Provide recommendations for workforce training related to building electrification
- Urban forest management plan
- Electrification reach codes and policies

### Regular items

- Annual selection of Chair and Vice Chair (May)
- Chair report to the City Council (at minimum once per year)
- Set fiscal year commission agenda calendar (June/July)



- Annual informational presentation on existing building electrification outreach and education (annual)
- Annual City Arborist Report (spring)
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)

# Advocating for a sustainable, resilient, and equitable Bay Area

*Menlo Park Environmental Quality Commission  
August 21, 2024*

22,570 SQ. FT. AVAILABLE • ALL-GLASS CURTAIN WALL • 23 FOOT COLUMNS FREE BAY 50' HIGH  
PRE-CERTIFIED LEED GOLD • ON-SITE PARKING • AVAILABLE FOR TENANT IMPROVEMENTS OCTOBER 2024

535 MISSION

**Sam Fishman**  
Sustainability & Resilience Policy Manager

**Sarah Atkinson**  
Hazard Resilience Sr. Policy Manager

# Agenda

- SPUR's Mission, History, & Policy Areas
- Overview of SPUR's Sustainability and Resilience Policy Priorities
- Deep Dive—Priority #1: Decarbonization



# What is SPUR?

An urban planning & public policy organization





# SPUR's Mission

Through research, education and advocacy, SPUR works to create an equitable, sustainable and prosperous region in which all people thrive.





## Planning

We Believe: Growth can be good and should be directed to areas that will support equitable development and sustainability.

[Read More >](#)



## Housing

We Believe: Housing is a human right and should be affordable to everyone.

[Read More >](#)



## Transportation

We believe: Walking, biking, and taking transit should be the safest and best ways to get around for people of all ages and abilities.


[Read More >](#)



## Good Government

We believe: The public sector can and should serve the collective good.

[Read More >](#)



## Sustainability and Resilience

We believe: The region should be environmentally just, carbon-neutral, and resilient to climate change and earthquakes.

[Read More >](#)



## Economic Justice

We believe: Prosperity is essential to a thriving region and should be planned for, supported, and shared so that all people can participate in and benefit from economic growth.

[Read More >](#)



**SPUR Vision: The Bay Area is a region in which all people thrive, as articulated in *The New Civic Vision*.**

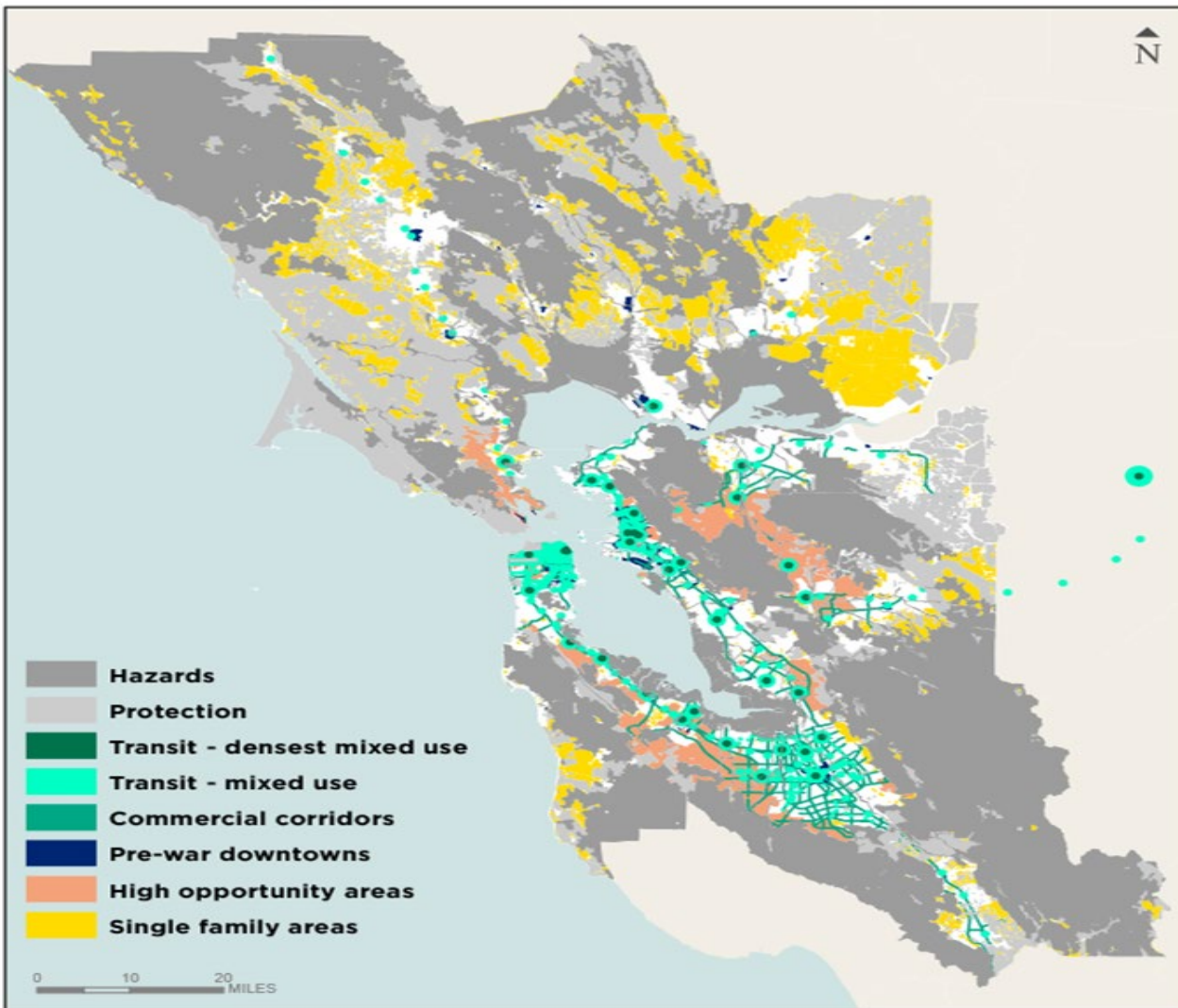
Platform: Overarching idea, pathos, or declaration with regard to a SPUR policy area.

*Ex: Housing is a human right.*

Planks: A set of of goals for achieving the policy platforms. *Ex: Make housing affordable to everyone.*



# The better version of the Bay in 2070





# Sustainability + Resilience

**Platform:** The region should be environmentally just, carbon-neutral, and resilient to climate change and earthquakes.

**Plank 1: Decarbonize buildings.** Eliminate the use of fossil fuels in buildings to make the air healthier and reduce climate pollution.

**Plank 2: Make the region resilient to sea level rise and other climate-driven natural disasters.** Support coordinated, community-led sea level rise plans and prioritize nature-based solutions to address the region's climate hazards.

**Plank 3: Improve communities' resilience to earthquakes.** Enhance the seismic safety of buildings and communities to help the region recover quickly and equitably.

# Plank 1: Decarbonize buildings .

New Bay Area air quality rules are phasing out the sale of gas appliances. Municipalities are preparing to make sure residents can transition to clean heat affordably, equitably, and smoothly

## Example Tactics:

- **Research:** Solutions and tools to avoiding, and streamlining, costly and time consuming electrical panel and service upsizing
- **Advocacy:** Working with the Panel Optimization Work and Electrical Retrofits (POWER) group to advocate for panel optimization strategies. Engage at CPUC to implement state level solutions.
- **Education:** Host briefings with city officials, CCAs, and state agencies on panel optimization; Media outreach

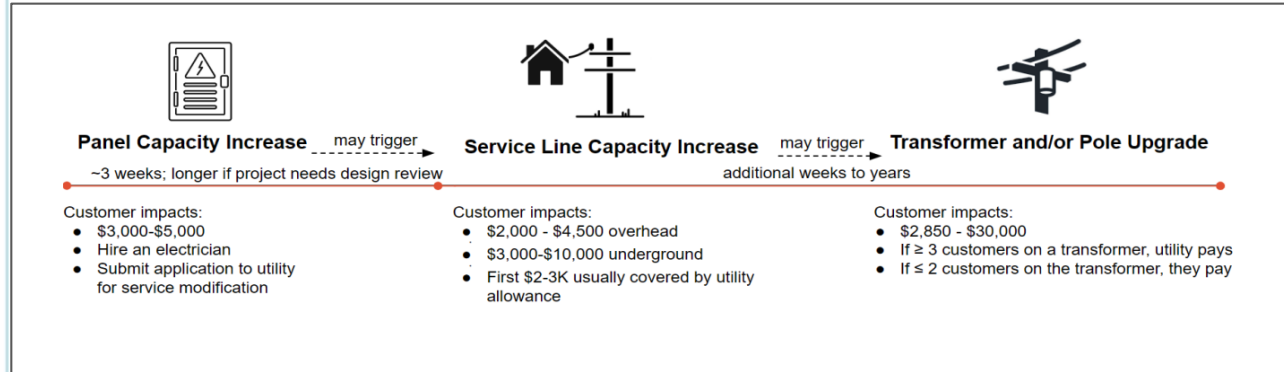
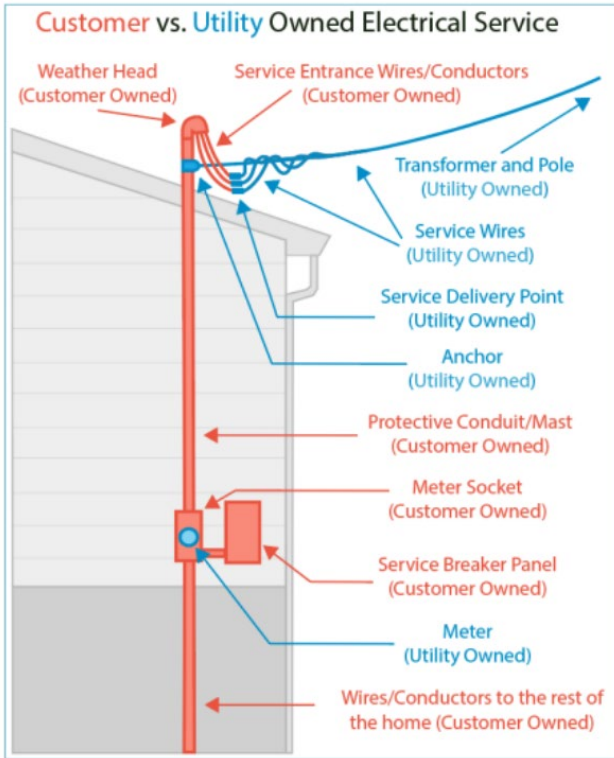


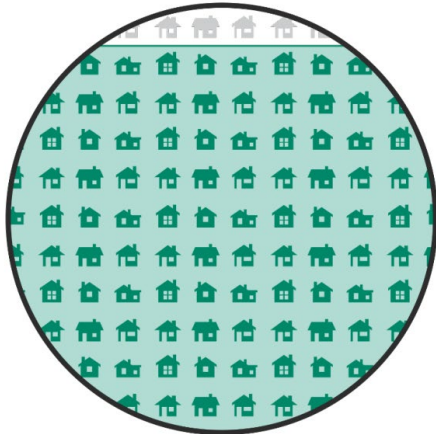
POLICY BRIEF MAY 2024

## Solving the Panel Puzzle

Avoiding and streamlining electric panel and service upsizing to accelerate building decarbonization

# Barrier: Electrical panel and service upsizing is costly and time consuming

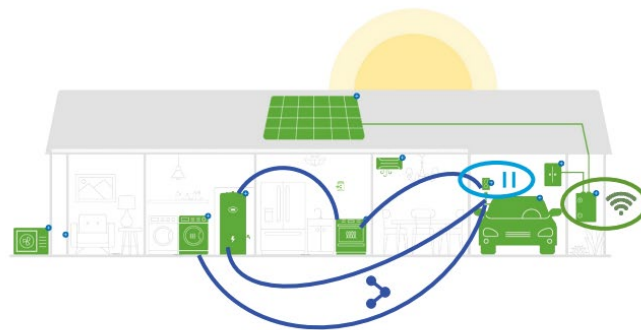




With thoughtful  
policy and  
design decisions,

## MOST HOMES

could electrify without  
complicated and expensive  
panel upgrades.



### Option 1

#### Control

Use a circuit pauser on the  
Level 2 EV charger

### Option 2

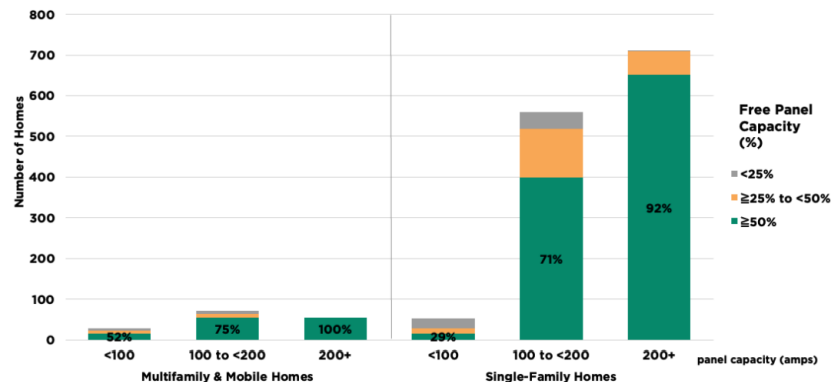
#### Control

Use a **circuit-sharing** device with  
EV charger + range  
EV charger + water heater  
EV charger + clothes dryer  
Range + water heater

### Option 3

#### Control

Use a smart panel



Source: Home Energy Analytics (HEA), "Dataset on Residential Panel Capacity and Utilization." Shared by Steven Schmidt of HEA.

Note: Data are from 1,477 homes in PG&E service territory.



Image by [Rheem](#)



Image by [ClipperCreek](#)

# “Panel Puzzle” Policy Recommendations

## Plan of Action

Strategy		Who has authority
Avoid	1. Incorporate subsidies in incentive programs for load management technologies that mitigate the need to upsize a panel.	CEC, CPUC, CCAs, RENs, and other entities that offer electrification incentives
	2. Prioritize funding for power-efficient devices and multifunctional appliances in incentive programs, just as energy-efficient devices are prioritized.	CEC, CPUC, CCAs, RENs, and other entities that offer electrification incentives
	3. Offer no subsidies to middle- and upper-income households for panel upgrades above 200 amps.	CEC, CPUC, CCAs, RENs, and other entities that offer electrification incentives
	4. Issue guidance on how the current California Electrical Code can be interpreted to support climate-friendly, climate-ready homes.	The Building Standards Commission, SFM, and HCD have authority over the California Electrical Code for residences. AHJs have authority over interpretations of the code in their jurisdiction.
	5. Revise the National Electrical Code (or the California Electrical Code) to reduce overestimates of electrical service and feeder loads while maintaining safety protections.	The NFPA has authority over the NEC. The Building Standards Commission, in collaboration with the state agencies that propose and adopt changes to Electrical Code Article 220, has authority to adopt sections of the NEC early or to amend the NEC when adopting the California Electrical Code.
	6. Require utilities to provide information on peak demand for every customer. A less preferred option is for utilities to give easy access to 15-minute interval data.	CPUC, CEC, and electric utilities
	7. Provide resources for contractors on how to avoid panel upsizing.	Government agencies, electric utilities, and workforce training programs



POLICY BRIEF MAY 2024

## Solving the Panel Puzzle

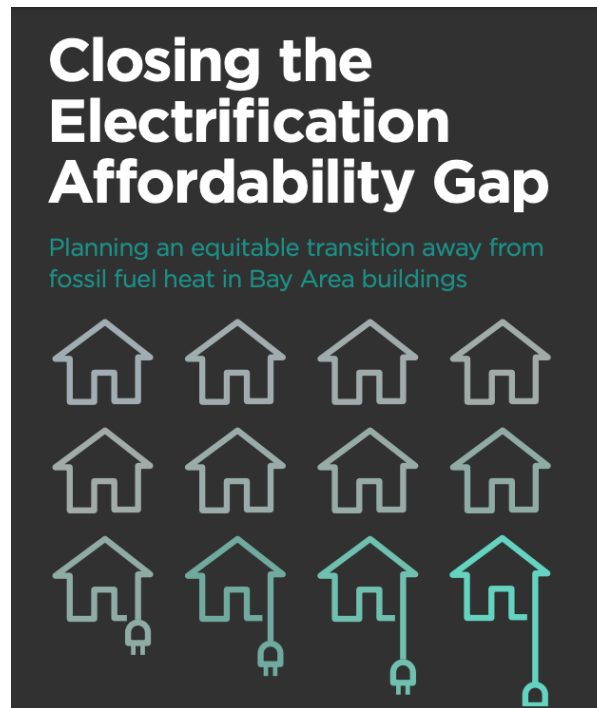
Avoiding and streamlining electric panel and service upsizing to accelerate building decarbonization

## Plank 1: Decarbonize buildings .

New Bay Area air quality rules are phasing out the sale of gas appliances. Municipalities are preparing to make sure residents can transition to clean heat affordably, equitably, and smoothly

### Example Tactics:

- **Research:** Provide clarity on how rebates can close the affordability gap between heat pumps and gas appliances
- **Advocacy:** Working with CCAs, state agencies, utilities, and cities to advocate for stronger rebate programs
- **Education:** Public communications campaign on increasing affordability of heat pump water heaters





## Closing the Affordability Gap on Heat Pump Water Heaters

Nadia lives in Hayward with her son in a small home they own. One day, her water heater breaks. Nadia calls Ashleigh, the owner of a small plumbing business.



Ashleigh tells her that gas water heaters are no longer available in the Bay Area. But that's okay, because Ashleigh's business is enrolled in several rebate programs, and Nadia's family qualifies for extra rebates because they're low-income.

Nadia asks, "How much will a heat pump water heater cost compared to if I could have installed a new gas water heater?"



vs.



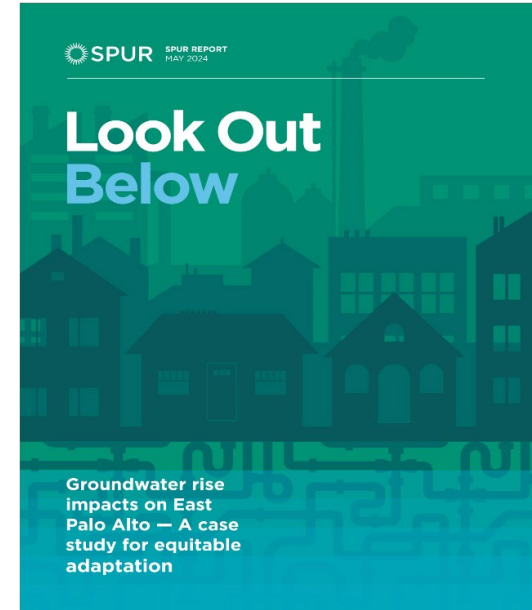
Ashleigh tells her the price for a new heat pump water heater would normally cost:	\$6,300
Ashleigh fills out the paperwork and collects the federal, state, and regional rebates.	\$6,300
Nadia gets her heat pump water heater for free!	\$0
And, Nadia saves money by <i>not</i> buying a gas water heater.	\$2,900
<b>Nadia's net savings from installing a heat pump water heater:</b>	<b>\$2,900</b>

## Plank 2: Make the region resilient to sea level rise and other climate -driven natural disasters.

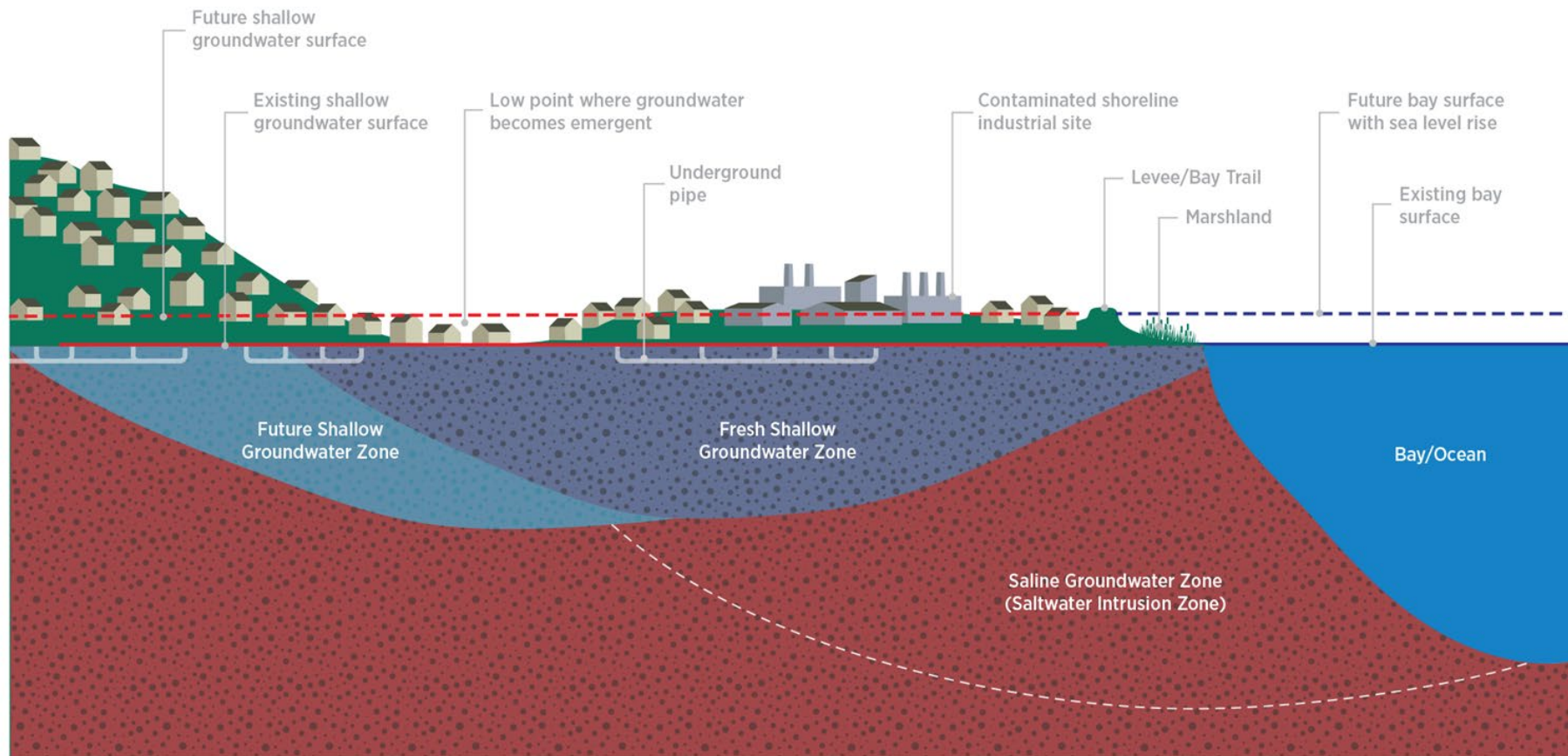
Bay Area communities are planning for sea level rise resilience with a focus on equity, nature-based solutions, the compounding effects of groundwater rise, and cooperation across jurisdictions.

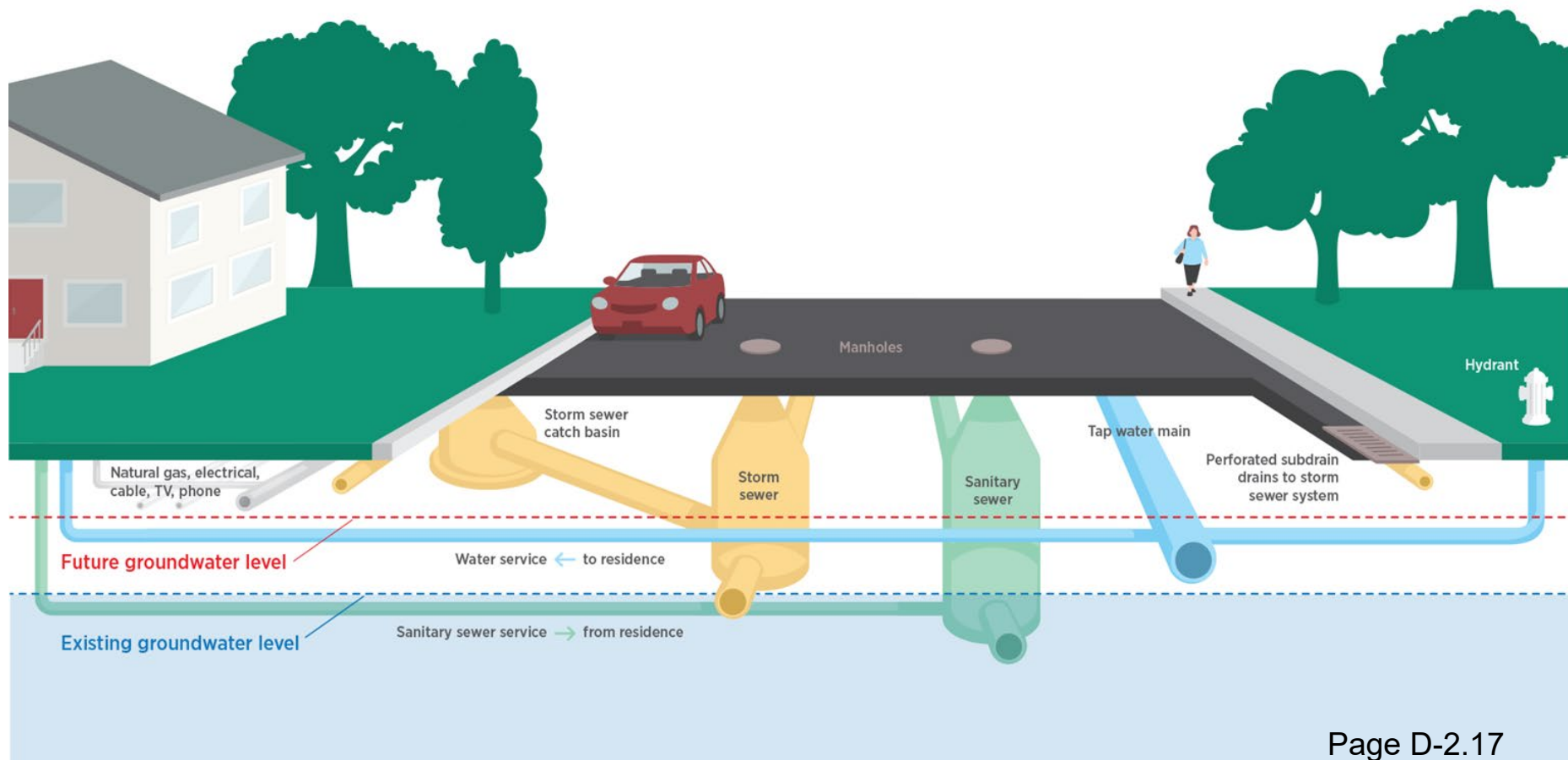
### Example Tactics:

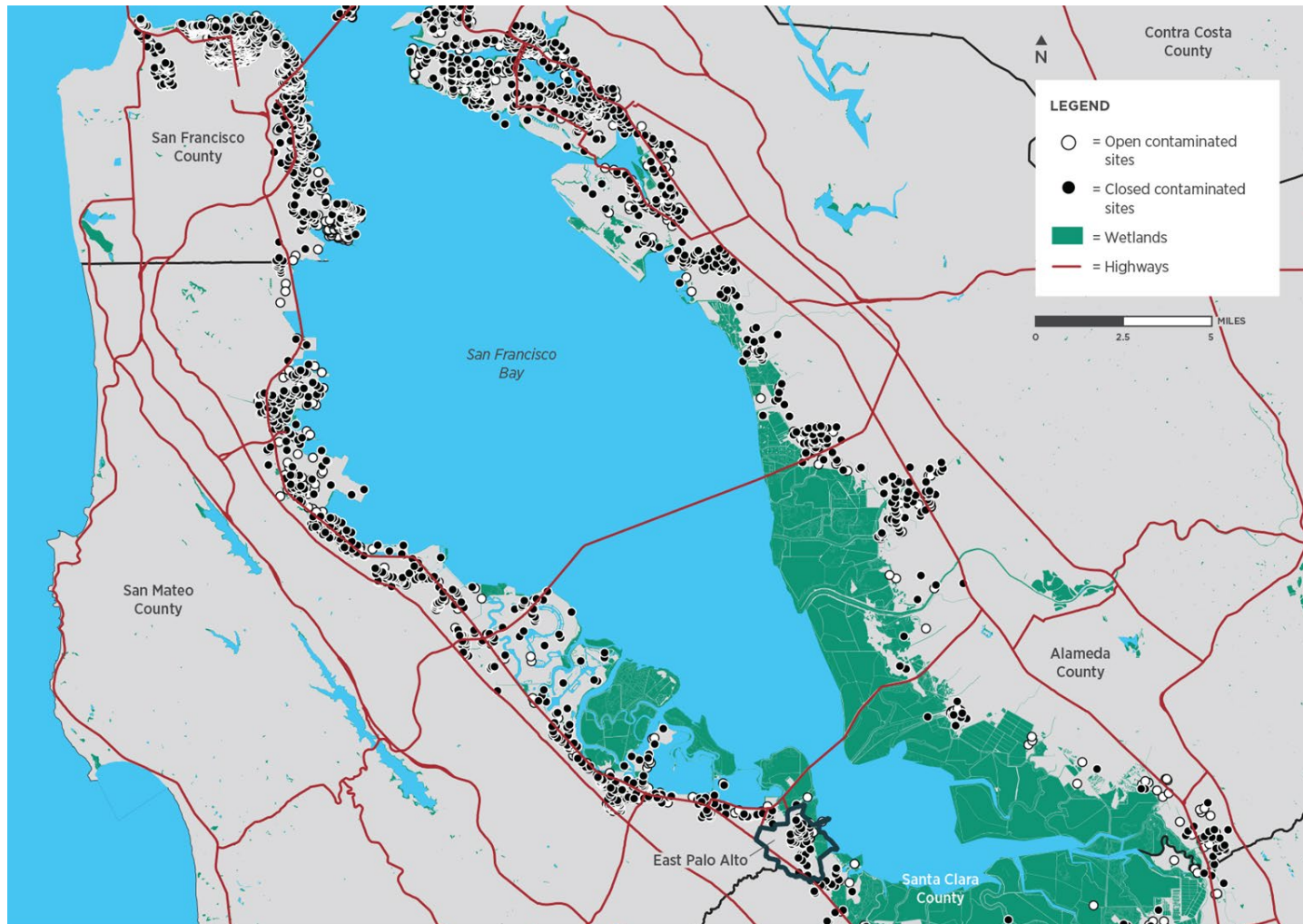
- **Research:** Impacts of groundwater rise on low-lying communities, especially contaminant exposure
- **Advocacy:** Contaminant clean-up with the Peninsula Accountability for Contamination Team (PACT); Participate in BCDC's Regional Shoreline Adaptation Plan development (SB 272)
- **Education:** Host public and private events on SLR hazards & planning











# Look Out Belows Policy Recommendations

## Recommendation 1

Require all city plans and infrastructure projects to assess the risks of groundwater rise and compound flooding.

## Recommendation 2

Consider adopting Shallow Groundwater Rise Overlay Districts, which specify design and retrofit requirements for underground infrastructure, roadways, and new shoreline development in high-hazard areas.

## Recommendation 3

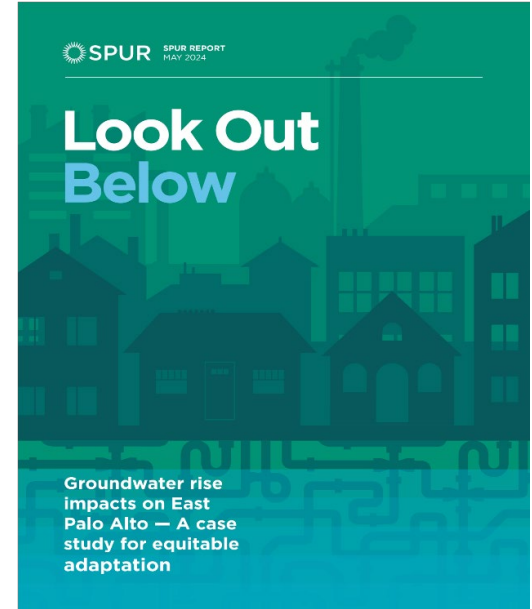
In partnership with impacted communities, update guidance for remediation requirements of shoreline sites to incorporate risks of contaminant mobilization from groundwater and sea level rise.

## Recommendation 4

Update sea level rise and flood maps to reflect shallow groundwater rise so that relevant agencies can begin planning processes to address it.

## Recommendation 5

Pursue a variety of innovative funding mechanisms to support groundwater rise research, adaptation planning, and implementation projects.



## Plank 3: Improve communities' resilience to earthquakes.

Advance regional building safety for both **existing and new buildings**, with an emphasis on **housing safety & preservation**, to minimize displacement, stress on vulnerable communities, and loss of life after a major earthquake.

### Example Tactics:

- **Research:** Contribute to research & data gathering around best practices for retrofit programs.
- **Advocacy:** Support advancement of local retrofit programs: SF, San Jose, Burlingame, etc.
- **Education:** Host public and private events to advance knowledge on seismic hazards and resilience





# Thank You!

## Questions?

**Sam Fishman**  
Sustainability & Resilience  
Policy Manager  
sfishman@spur.org

**Sarah Atkinson**  
Hazard Resilience  
Sr. Policy Manager  
satkinson@spur.org

## Student Engagement - Strategy and Project Plan - 8/1/24

Lela Ward – Oak Knoll fourth grade teacher

John McKenna – Vice Chair, Environmental Quality Commission

Jeff Schmidt – Chair, Environmental Quality Commission

### **Current Engagement**

- Ms. Ward's fourth grade class studies environmental subjects, aligned with city topics
- Councilmember Doerr visits Ms. Ward's class to discuss city and environmental topics
- Ms. Ward's students send letters to Environmental Quality Commission and City Council
- Vice Chair McKenna thanks all students for their letters and ideas during EQC meeting
- Previous Chair Larocca-Hedley and previous Vice Chair Schmidt visit Ms. Ward's class to hear student presentations and discuss how the EQC helps the city
- Brainstorming meeting with Ms. Ward, Vice Chair McKenna, and Chair Schmidt

**Timeline:** Remainder of calendar year 2024 and early 2025 (phase 1)

### **Goal 1: Co-create structured, consistent, and meaningful engagement between students and the EQC that helps students feel a greater sense of agency over their futures globally and in the community**

EQC to establish a subcommittee to identify opportunities, recommend programs, and discuss ways to engage youth in the community.

#### **Subcommittee would:**

Advise on pilot for student / EQC engagement model with Ms. Ward, other teachers from Oak Knoll, and teachers identified in Ravenswood School District

1. Pilot would identify 1-2 projects for students to engage with subcommittee to contribute to the implementation of the city's Climate Action Plan (CAP)
2. Project examples could include:
  - a. Develop a "CAP explained" communication series explaining CAP strategies
  - b. Recommend and review signage explaining sustainability features of the Belle Haven Community Campus or other buildings
  - c. Assist with development of a Love Our Earth festival section
3. Provide resources to support teachers in linking the CAP to curriculum and lesson plans
  - a. Examples could include:
    - i. Subcommittee relays work plan and EQC roles and responsibilities, teacher(s) identify core subjects
    - ii. Teacher(s) identifies skills students will use (subject-based and soft skills) from projects and from interactions and engagement with the EQC
    - iii. Subcommittee advises on civic engagement options for experiential learning opportunities
  - b. Teacher determines attendance protocol for students to attend EQC meetings as group, but with 1-2 spokespeople
  - c. Encourage existing student groups (e.g. Green Team lunch club) to participate in activities outside classroom (e.g. Love Our Earth Festival)
  - d. Explore alignment to existing opportunities for civic engagement, e.g. [Youth Advisory Committee](#)
  - e. Present the initial lessons learned to full EQC

### **Goal 2: Expand pilot into a larger civic engagement strategy**

To be developed as part of discussion of initial lessons learned from Goal 1

#### **Next steps**

- Present the opportunity for the EQC to determine whether to add student engagement to the work plan
- If approved, share updated 2025-2030 CAP scope of work with Ms. Ward Summer/Fall 2024 to identify projects

- Develop community outreach plan to engage with broad group of students to scope pilot
- Share outline with Kristen Gracia (Superintendent Menlo Park City School District) and see if she will reach out to Gina Sudaria (Superintendent of Ravenswood City School District) for early engagement. Work with them to expand to other school districts
- Identify existing student groups that may want to participate
- Share updates with full EQC on an ongoing basis through reports and announcements with a final meeting overview of the lessons learned at the close of the pilot

Date	Owner	Action	Notes
xxx	EQC	Design a simple set of steps so teachers can easily “opt in” to participating	Make sure it’s clear how to participate
xxx	EQC	List of example projects for teachers (online library of ideas)	Helps teachers choose ideas that align with their lesson plans and the Climate Action Plan. What current experiential elements can be replaced with city-aligned activities? EQC does first brainstorming for library
xxx	EQC	Education sessions for teachers on the Climate Action Plan and EQC	Short videos from EQC members? Can be shared online in a library of resources. Supplemental materials created for teachers and students to explain the CAP
xxx	Staff	Kickoff zoom for participants	Get teachers up to speed quickly, answer questions. Create an initial briefing package (PPT presentation)
xxx	Individuals	EQC commissioners (as city residents and volunteers) visit classrooms	Based on teacher requests and individual availability
xxx	Zac	List of schools and contacts to make them aware of the program	Includes private schools in MP. Need to identify right people in each school
xxx	Jeff	Email and invitation to participate	“Go live” date. Outline time commitment for teachers. Everyone is aware of the program at the same time.
xxx	All	Decide on name of the program and number of participants	Cap at 5-6 teachers for round 1 / pilot?
xxx	Lela	Decide how to communicate the new teaching requirements (State of CA?)	Civic action - AB 285. Add this into both invite and initial briefing package
xxx	Lela	Make this part of MPCSD’s teacher PD district days	To be determined on date