



Winters Climate Action Plan Development Board Meeting

Thursday, April 16, 2020
6:30 p.m.

Zoom meeting ID: 964099847
Join by phone: +1(669) 900-6833

Join by computer or smart device: <https://zoom.us/j/964099847>

AGENDA

Members of the CAP Development Board

- x Ken Britten*
- x Gar House*
- x Kelly Linville*
- x Jennifer Urquhart*
- x Sam Warren*
- x Alternate: Shawn Yarnes*

John W. Donlevy, Jr., City Manager
Ethan Walsh, City Attorney
Tracy Jensen, City Clerk

Equity and Inclusion

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Chair or board members. Public comment time may be limited and speakers will be asked to state their name.

[Christopher led the pledge of allegiance](#)

Roll Call

Members: [Ken Britten](#), [Gar House](#), [Kelly Linville](#), [Jennifer Urquhart](#), [Sam Warren](#), [Shawn Yarnes](#)

Liaisons: [Christopher Flores](#), [Climate Fellow](#); [Kate Laddish](#), [Putah Creek Committee](#); [Albert Vallecillo](#), [Hispanic Advisory Committee](#)

Recap: Brief review of previous meeting

Changes to the agenda: **motion** by Board Member Britten and **second** by Board Member House to move Discussion Items 1, 2 and 3 ahead of Presentation agenda items.

YES: Britten, House, Linville, Urquhart, Warren
NO: None

BOARD DISCUSSION ITEMS

1. Board officer nominations and voting.

Christopher opened the nomination period for Chair. Board member Britten nominated Board member Urquhart for the position of Chair. Board member Urquhart shared a brief statement about their educational and professional background in aeronautical engineering. No other nominations for chair were brought forward. Board member House nominated board member Britten for the role of vice chair. Board member Urquhart accepted nomination for the position of chair.

Board member Linville asked other members of the board about their background in green technologies and environmental science planning. Board member House expressed their background in agroecosystems ecology and sustainable community development. Board member Britten shared their background in neurology and interest in environmentalism. Alternate member Yarnes elaborated on their educational background in ecology and sustainable development, and professional background of plant breeding. Board member Linville thanked the group for sharing and expressed future enthusiasm working with the group on climate, air quality, and water quality issues in Winters.

Board member House expressed the importance of speaking in meeting spaces and board member Britten clarified the role of chair would include moving meeting conversations and agenda items forward in a timely manner.

Christopher noted there is not an established role for a board secretary, but the idea could be revisited at future meetings. Christopher asked for any further discussion regarding nominees for chair or vice chair positions. None were brought forward.

Nomination for board member Urquhart for the position of chair:

YES: Britten, House, Linville, Urquhart, Warren
NO: None

Nomination for board member Britten for the position of vice chair:

YES: Britten, House, Linville, Urquhart, Warren
NO: None

2. Establish frequency of upcoming meetings and future meeting times.

Vice chair Britten expressed desire to move meeting day and time. Board member House expressed the desire to meet in an informal setting, outside the scope of the objectives outlined for the board. Vice chair Britten agreed with board member House. Christopher clarified that activities involving all members and liaisons to the board would not constitute a violation of the Brown Act as long as decisions, information, content, associated to the board and its objectives. Liaison to the board Kate Laddish informed members that discussion about materials and items related to the board should not be discussed in non-meeting settings. Board members Linville and Urquhart also expressed the desire to increase outside participation with members. Kate Laddish also informed members that meeting days and times need to be considered as an agenda item to be in compliance with the Brown Act.

Motion by vice chair Britten and **second** by board member Linville to move future meetings' time to 5:30pm.

Motion withdrawn by vice chair Britten due to time conflict with chair Urquhart

Alternate days considered: Mondays, Tuesdays, Wednesdays. Kate Laddish stated liaisons to the board would experience time conflicts on Monday and Wednesday evenings, Christopher stated a Tuesday evening meeting would conflict with regularly scheduled Winters City Council meetings.

Motion by vice chair Britten and **second** by board member Linville to move meeting time to 5:30pm.

YES: Britten, House, Linville, Urquhart, Warren

NO: None

Board members Britten and House expressed the desire to increase the frequency of meetings.

Motion by vice chair Britten to hold meetings on the first and third Thursdays, monthly.

Board member Warren asked if merging documents into the draft CAP would take place offline outside of meeting times. Christopher and vice chair Britten confirmed adjustments would take place outside of meeting times and could be made less than a quorum (two or fewer members) working on a task. Board members Urquhart, Warren, Britten, House and Yarnes shared their shared preferences for an additional formal or informal meeting before assigning members to a specific task and considering adjustments to the draft CAP. Board member Warren suggested scheduling future meeting dates as needed. Board members Britten and House suggested scheduling meetings for the first and third Thursdays of each month at 5:30pm, and considering cancellations if needed. Board member Linville asked if scheduling of meetings could take place outside of meeting times; board member House reminded the board of comments made by Kate Laddish earlier. Liaison Albert Vallecillo, chair Urquhart, and

board member House noted scheduling standard biweekly meetings and notifying the public of potential cancelations would be easier to practice instead of notifying the public when a new meeting is to be held.

Second by board member House to hold meetings on the first and third Thursdays, monthly.

YES: Britten, House, Linville, Urquhart, Warren

NO: None

3. Identify avenues of community engagement, groups and neighborhoods to target, communication strategies and messaging.

See comments made in the discussion question section.

PUBLIC COMMENTS

At this time, any member of the public may address the Board on matters, which are not listed on this agenda. Residents should reserve their comments for matter listed on this agenda at the time the item is considered by the Board. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

DISCUSSION QUESTION

What communities do you feel are left out of the discussion? Do you have ideas on how to reach them?

Christopher opened an opportunity for meeting participants to share their concerns about persons often not included in formal meeting settings due to several barriers, but might be disproportionately affected by the effects of climate change. The initial example provided discussed how seniors, low income households, and persons who rely on powered medical equipment are put at a higher health risk during utility provider scheduled Public Safety Power Shutoff (PSPS) events. Vice chair Britten noted undocumented immigrants often experience marginalization in their communities and may feel discouraged from participation in public meetings. Board member Linville echoed that low income households are excluded from the decision making process. Board member Linville also requested that future discussion questions be more structured. Kate Laddish acknowledged concerns about low income households and persons dependent on powered medical equipment.

Christopher shared concerns about technology and connectivity requirements at future meetings. Methods to increase online participation moving forward would include using

the City's social media outlets and creating physical postings at locations members of the community still occasionally visit.

Chair Urquhart noted youth in Winters should be involved. Board member Linville stressed the importance of carrying out appropriate messaging and conducting meetings in a non-political manner. Alternate member Yarnes expressed concerns about acknowledging the causes of climate change while serving on the board; chair Urquhart agreed. Vice chair Britten stated the best grounds for discussion avoids explicit connection to political discussion but acknowledges the implicit factors contributing to climate change.

PRESENTATIONS

1. Julia Cohen - Overview of YRC *Resiliency Planning Toolbox*

Julia Cohen, A CivicSpark fellow at Yolo County Housing spoke about the Yolo Resiliency Collaborative (YRC) Resiliency Planning Toolbox. The Toolbox provides sample heat resiliency policies jurisdictions may include in their General Plans or climate action and adaptation planning documents. Julia hopes to expand the toolbox to include information on wildland-urban interface and urban heat island effects. Draft policies brought forward included holding meetings at a wider variety of locations and times, translation of resources into multiple languages, and using census data to determine priority areas for urban greening projects.

Board members House and Britten asked if these policies would be considered in a standalone CAP document or amendments to the City's General Plan. Christopher shared there are multiple approaches to adopting climate action policies, but the City is considering to adopt the CAP as a standalone document.

2. Regional greenhouse gas (GHG) inventory results; breakdown by sector

Carol from the City of Winters confirmed the CAP is intended to be a standalone document, but policies are to be referenced in the General Plan to increase the CAP's usability. Christopher added that implementation of CAP policies would be managed by a to be formed a City of Winters Climate Action Commission. Christopher shared results from a regional greenhouse gas (GHG) emissions inventory, and asked board members to consider the large piece of transportation related emissions in preparation for the next meeting.

Motion by vice chair Britten and **second** by board member House to adjourn the meeting.

BOARD DISCUSSION ITEMS

1. ~~Board officer nominations and voting.~~

- ~~2. Establish frequency of upcoming meetings and future meeting times.~~
- ~~3. Identify avenues of community engagement, groups and neighborhoods to target, communication strategies and messaging.~~

NEXT MEETING TOPIC

Land use, Transportation and Circulation Planning

BOARD ACTION ITEMS

1. Ethics Training for Local Officials Resource -Members must complete by 05/15/2020:
<http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
2. Read Draft CAP: *Mobility (pgs 14-21)*, read *City of Winters Climate Action Plan Strategy Report*.

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the April 16, 2020 regular meeting of the Winters Climate Action Plan Development Board was posted on April 13 2020 at the City of Winters website at www.cityofwinters.org. The agenda was made available to the public during normal business hours and board members were notified via e-mail of its' availability.

NEXT MEETING TOPIC

Land Use, Transportation, and Circulation Planning



Christopher Flores, Climate Fellow

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City Hall – Finance Office - 318 First Street

Chat log from Zoom meeting:

18:36:34 From Kate Laddish : (If that's what Ken meant, re past business)
19:18:04 From Albert Vallecillo : I believe that any meetings need to meet a requirement to be noticed.
19:21:44 From Kate Laddish : To Sam's point, you can schedule a what's termed a special meeting in two weeks. Like Al says, it'd need to be publicly noticed.
19:39:42 From Albert Vallecillo : In 2018 the Hispanic Advisory Committee hosted an immigration workshop which was broadcast o/ FB. O/ 1000 people w/ in that community viewed the presentations.
19:40:11 From Kate Laddish : Great example, Al
19:40:23 From Christopher Flores : Yes, thank you for that suggestion!
19:41:36 From Albert Vallecillo : To add just about everyone regardless of economic position, documented or not is walking around w/ a smart phone in their pocket.
19:41:55 From Christopher Flores : Another good point, thanks Al
19:42:18 From Albert Vallecillo : This technology is able to reach into those smart phones.
19:44:00 From Kate Laddish : Chris, can you remind us of what other City committees and commissions have liaisons to this board? Those liaisons may have ideas about how to reach other people, For example, I think the Senior Commission has a liaison, as does the Planning Commission.
19:44:56 From Christopher Flores : Planning commission has one, HAC, and PCC. None from the Senior Commission.
19:45:44 From Albert Vallecillo : Senior comm should have a seat at the table.
19:47:29 From Kate Laddish : Is there a liaison position for the senior commission that they just haven't filled? I can't remember...
19:48:04 From Christopher Flores : Correct, they have not filled the role yet.
19:48:18 From Kate Laddish : Thanks, Chris.
20:03:15 From Kelly Linville : I have another meeting. Goodnight!
20:05:18 From Kate Laddish : Good night, Kelly!
20:06:22 From Sam Warren : Thank you Julia!
20:07:31 From Shawn Yarnes : Thanks Julia!

20:08:52 From Albert Vallecillo : Thank you everyone!