



Winters Climate Action Plan Development Board Meeting

Thursday, May 14, 2020
5:30 p.m.

Zoom meeting ID: 870 6466 5569
Join by phone:
+1 (669) 900-6833 US (San Jose)
Join by computer or device:
<https://us02web.zoom.us/j/87064665569>

AGENDA

Members of the CAP Development Board

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

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

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.

Roll Call

Pledge of Allegiance

Approval of Agenda and Meeting Minutes from 3/19/2020 and 4/16/2020

PUBLIC COMMENTS

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PRESENTATIONS

1. Christopher Flores - CALgreen building codes and the Sustainable Groundwater Management Act (SGMA) in Yolo County.

BOARD DISCUSSION ITEMS

1. Desired improvements and suggestions for *Mobility* focus area of CAP.
2. Assign roles and establish tasks for smaller groups/subcommittees for offline document review.

STAFF UPDATE

NEXT MEETING TOPIC

Land Use, Transportation and Circulation Planning part 2.

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 May 14, 2020 regular meeting of the Winters Climate Action Plan Development Board was posted on May 7, 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 Pt. 2



Christopher Flores, Climate Fellow

Questions about this agenda – Please call the City Clerk’s Office (530) 794-6702.

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Winters Climate Action Plan Development Board Meeting
Thursday, May 14 2020
Jueves, catorce de mayo de 2020



Zoom tips:

- Everyone is muted except for CAP Development Board Members
- If you wish to speak on a topic, please use the “raise hand” function on zoom or type a question in the chat box
- Please keep comments concise

ROLL CALL · PLEDGE OF ALLEGIANCE

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Jueves, catorce de mayo de 2020





APPROVAL OF THE AGENDA · RECAP: REVIEW OF PREVIOUS MEETING

Winters Climate Action Plan Development Board Meeting
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PUBLIC COMMENTS

Winters Climate Action Plan Development Board Meeting
Thursday, May 14 2020
Jueves, catorce de mayo de 2020



PRESENTATIONS - CALGREEN BUILDING CODES AND SGMA IN YOLO COUNTY

Winters Climate Action Plan Development Board Meeting
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- As a “General Law” city, the City of Winters adopts elements from state law into its municipal code
- These adopted elements come from the California Code of Regulations
- CA Code of Regulations, Title 24 Part 6 and Title 24 Part 11*

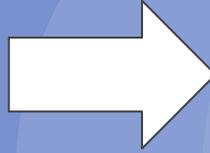
*Part 6 is commonly referred to as the energy code, part 11 refers to green building standards



- The overall objectives of building codes are to make safe and healthy spaces for people who use the building
- This may be achieved by reducing negative impacts from design and construction or by increasing positive environmental impacts through sustainable practices

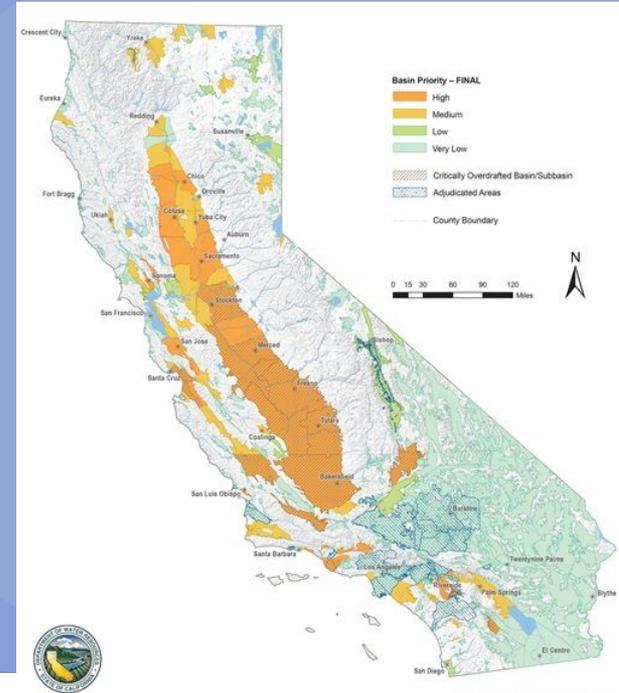


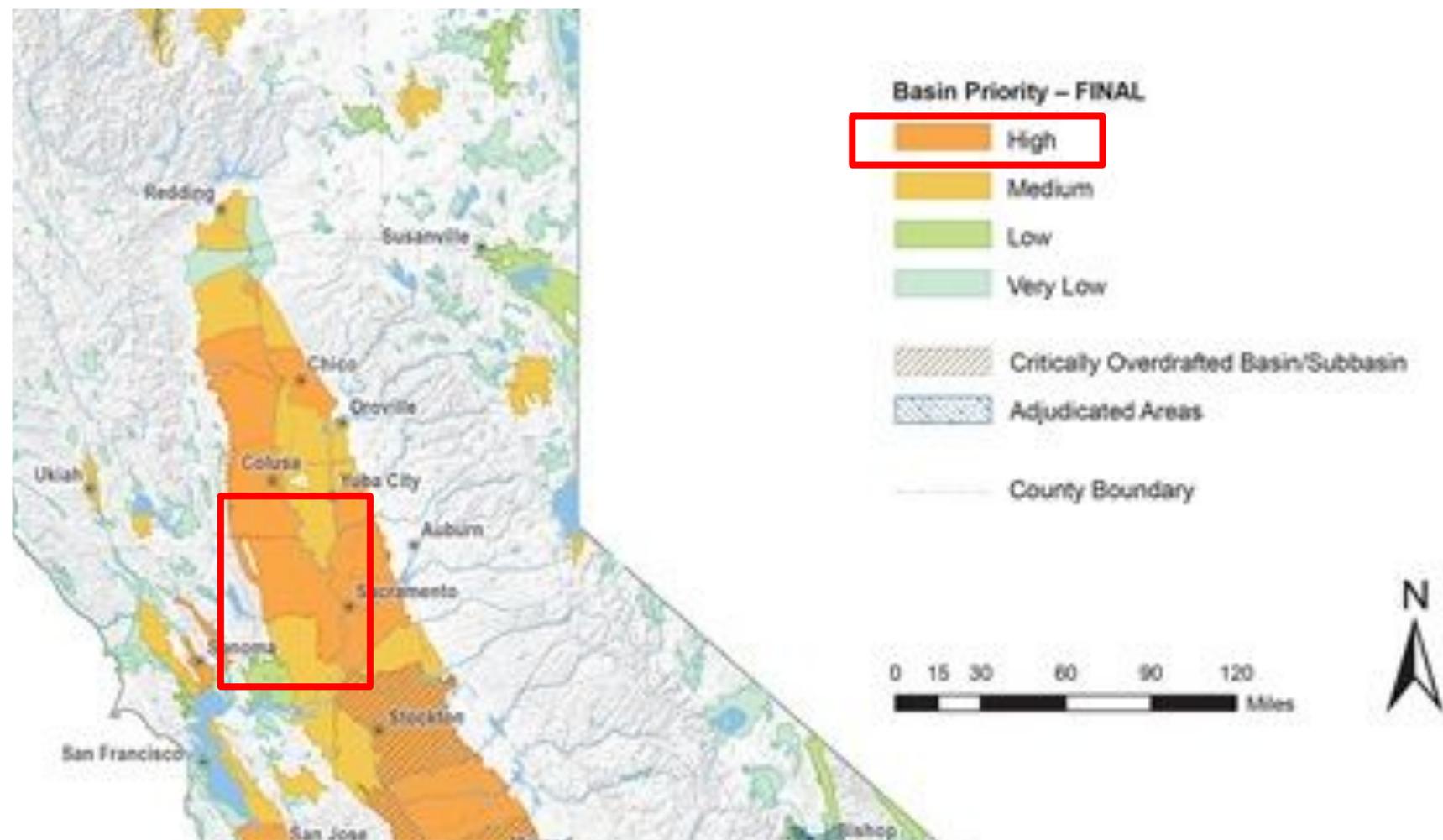
- **Planning and design**
- **Energy efficiency**
- **Water efficiency and conservation**
- **Material conservation and resource efficiency**
- **Environmental quality**



- **Reduces the carbon footprint of a building**
- **May lead to more upfront costs; level of success may vary**

- The Sustainable Groundwater Management Act (SGMA) (2014) aims to provide long-term security for California's water supply
- Basins/subbasins are designated a level of priority





- **A “medium” or “high” level of prioritization means agencies within basin/subbasin boundaries must form a Groundwater Sustainability Agency (GSA) and develop a Groundwater Sustainability Plan (GSP) by Jan 31, 2022**
- **The Yolo Subbasin Groundwater Agency (YSGA) is developing the GSP for the subbasin; began in 2018**

PRESENTATIONS

1. CALgreen building codes and the Sustainable Groundwater Management Act (SGMA) in Yolo County.

BOARD DISCUSSION ITEMS

1. Desired improvements and suggestions for *Mobility* focus area of CAP.
2. Assign roles and establish tasks for smaller groups/subcommittees for offline document review.

NEXT MEETING TOPIC

Land Use, Transportation and Circulation Planning part 2.

BOARD ACTION ITEMS

1. Ethics Training for Local Officials Resource -Members must complete by 05/15/2020:
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2. Read Draft CAP: *Mobility (pgs 14-21)*, read *City of Winters Climate Action Plan Strategy Report*.



Winters Climate Action Plan Development Board Meeting

Winters City Hall, downstairs meeting room
318 First Street
Thursday, March 19, 2020
6:30 p.m.

Join Zoom meeting
<https://zoom.us/j/616623583>

AGENDA

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

Context and Justification for a CAP Review of Existing Resources

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Roll Call

Meeting participants on the call and inside the City Council Chambers shared their name, affiliation to the board, and relevant background.

Members Present: Gar House, Jennifer Urquhart, Ken Britten, Sam Warren, Kelly Linville, Shawn Yarnes

Liaisons: Christopher Flores, Climate Fellow; Kate Laddish, Putah Creek Committee; Albert Vallecillo, Hispanic Advisory Committee

Staff: John W. Donlevy, Jr., City Manager; Carol Scianna, Environmental Services Manager

Residents: Bonnie Dixon

Pledge of Allegiance

Christopher led the Pledge of Allegiance.

PUBLIC COMMENTS

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No public comments were brought forward at this time during the meeting.

DISCUSSION QUESTION What climate issues affect you? What climate issues do you think affect Winters most?

Christopher Flores opened the discussion with one of his personal concerns surrounding climate impacts to the region and Winters. He shared that with the anticipated increase in the frequency of high heat days he will become more reliant on air conditioning/cooling services, which may impose more financial trade-off decision making in his future. Gar House noted the potential impacts to local agriculture and crop production changes in climate might induce. Shawn Yarnes voiced concerns about the connection between greenhouse gas (GHG) emissions and local air quality and what effect that may have on residents and their children. Kate Laddish reiterated the impacts high heat days will introduce, such as health complications for elders and persons with existing health conditions. The lack of overnight cooling due to an urban heat island effect was also noted. Sam Warren shared concerns about burdens a changing climate would impose on the immigrant population in addition to their already existing challenges. Bonnie Dixon expressed personal concerns about past and present water quality within the City, as changes in rainfall and groundwater recharge affect local water and wildfire conditions. Albert Vallecillo mentioned future planning efforts need to give additional consideration to the Latinx community to keep their housing and energy expenses affordable.

PRESENTATIONS

Context and Justification for a Climate Action Plan + Review of Existing Resources

Christopher shared a presentation on current climate policy conditions at worldwide, domestic, state and local levels. This included a simulation developed by NASA displaying annual CO₂ generation and movement, a NASA diagram showing 2019's warmer-than-average temperature increases in relation to recent decades, expected continental impacts from an IPCC report, and expected temperature increases in

Winters as modelled by the CalAdapt tool. Christopher introduced the three (3) documents already available to the City (*Draft Climate Action Plan, Climate Action Plan Strategy Report and the Resiliency Planning Toolkit*) that the Board will be reviewing over the next several months to develop a final version of a Climate Action Plan (CAP). The first document the Board will review is the *Draft Climate Action Plan* and is composed of six (6) sections.

BOARD DISCUSSION ITEMS

1. Review of Climate Action Plan Development Board Guidelines, Syllabus

Christopher began review of Board Guidelines document and expectations for future meetings. City Manager Donlevy clarified to the audience that the Board would not be creating a CAP from the ground up, but would instead be incorporating components of existing documents to finalize a planning document for the City, and lay the framework for a standing commission focused on implementation measures. He also added the CAP would be reviewed under a programmatic Environmental Impact Report (EIR). Ken Britten and Kate Laddish asked for additional clarity on this subject, in particular the purpose for a review and what a programmatic EIR would entail. John clarified the programmatic EIR is being used to perform an environmental review process on several ongoing City projects, including an update to the General Plan housing element, adoption of a CAP, and a specific plan for the City.

Christopher discussed the syllabus of planned meetings over the next few months, through August. Christopher shared intent to provide the three (3) existing City resources to Board members and audience members if desired soon. Ken Britten asked if alternative meeting spaces and platforms may be used to progress towards deliverables sooner. Christopher stated to ensure adequate opportunity for public comment/discussion and to maintain accordance with the Brown Act, the majority of recommendations and actions the Board will provide must take place in a scheduled meeting space. Kate Laddish suggested that members direct their comments and recommendations to Christopher prior to meetings to ensure deliverables are met on time.

2. Review Procedures Manual of City Boards and Commissions.

Christopher briefly introduced the City of Winters *Procedures Manual of City Boards and Commissions*. Members were tasked with reviewing this document and are to direct questions or concerns to Christopher.

3. Review principles of Rosenberg's Rules of Order and the Brown Act

Christopher briefly introduced *Rosenberg's Rules of Order*. Members were tasked with reviewing this document and are to direct questions or concerns to Christopher.

4. 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>

Christopher reminded Board members to complete online ethics training and send certification of completion to him by mid May.

5. Officer nominations (chairperson and vice chairperson)

Christopher offered the opportunity for members to nominate/recommend a person to be considered for chairperson and vice chairperson of the Board. Members expressed the desire to revisit this discussion item at the next meeting after reviewing members' qualifications for the officer positions.

NEXT MEETING TOPIC

Equity and Inclusion

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. Review above resources: CAP Dev Board Guidelines, Procedures Manual, and Principles Document
3. Read Draft CAP: *Executive Summary (pgs. 3-11)*

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the March 19, 2020 regular meeting of the Winters Climate Action Plan Development Board was posted on the City of Winters website at www.cityofwinters.org and Board members were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on March 16, 2020, and made available to the public during normal business hours.



Christopher Flores, City of Winters Climate Fellow

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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

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[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.

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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:
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2. Read Draft CAP: *Mobility (pgs 14-21)*, read *City of Winters Climate Action Plan Strategy Report*.

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NEXT MEETING TOPIC

Land Use, Transportation, and Circulation Planning



Christopher Flores, Climate Fellow

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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!