

**ATTACHMENT A**

**November 2, 2021 Yolo County Climate Action Commission Minutes**

**Meeting Summary/Minutes**  
**Yolo County Climate Action Commission**  
**November 1, 2021 | 5:30 PM – 7:50 PM**

**Commissioners:**

Suzanne Reed, District 1  
Robin Datel, District 2  
Mark Aulman, District 3  
Andrew Truman Kim, District 4

Adelita Serena, District 5  
Chris White, Technical Lead  
NJ Mvondo, Environmental Justice Lead

**Board Subcommittee on Climate**

Supervisor Don Saylor, District 2  
Supervisor Jim Provenza, District 4

**Summarized Meeting Agenda**

1. Authorize remote (teleconference/videoconference) meetings
2. Public Comment
3. Approve meeting summary from September 30, 2021
4. Updates from September 30, 2021 meeting
5. Brown Act training
6. Revised Charter
7. Appoint Commission Chair
8. Appoint Two At-Large Commission Members
9. Discuss Appointment of Up to Two Additional Climate Scientists/Subject Matter Experts
10. Early Action Memo
11. Next Steps

**Yolo County Staff Action Items**

- Provide Commission members with more information about the people/organizations on distribution list
- Revise charter with Commission member feedback
- Provide the Commission with direction on how to further develop list of early actions based on additional criteria and revise the early action memo as necessary for consideration at the next Commission meeting
- Modify website to use common terminology, remove outdated documents, and improve access to updated, relevant documents.
- Improve the search engine optimization for the web site so the Commission web site comes up more frequently in a search
- Edit the charter to require Brown Act training for Commission members and working group members, suggested by Supervisor Provenza.
- Determine whether working group members are subject to the Brown Act
- Reopen the application process for at-large commission members

- Remove mandate related to requiring electrification of buildings from the early action list because the state has mandated it
- Explore signing up for the Tech Initiative as a partner ([www.energy-solutions.com/tech](http://www.energy-solutions.com/tech))
- Include a discussion of whether the Climate Action Plan will focus on the unincorporated area or countywide on the next commission agenda

#### **Commission Member Action Items**

- Conduct additional recruitment/outreach for at-large Commission seats, with a focus on the unincorporated area
- Share best practices for Climate Action Plans and Request for Proposals for Climate Action Plans with County staff, if known
- Submit additional early actions, as needed, consistent with the early action eligibility criteria

#### **Decisions**

- Commission approved the addition of two climate scientists/subject matter experts to the Commission
- Commission appointed Pelayo Alvarez and Bernadette Austin as the two additional climate scientists/subject matter experts
- Commission postponed election of two at-large community members to January 2022
- Commission will not have a Secretary
- Commission will vote on Chair and Vice Chair at December meeting

### **Meeting Minutes**

#### **1) Authorize remote (teleconference/videoconference) meetings by finding, pursuant to**

**Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic.**

- Staff recommends the Commission make the following findings:
  - The Yolo County Climate Action Commission has reconsidered the circumstances of the state of emergency proclaimed for the COVID-19 pandemic; and
  - Local officials continue to impose or recommend measures to promote social distancing.
- M. Aulman moved the recommended action and S. Reed seconded. The motion passed unanimously.

**2) Public Comment** – this item is reserved for public comment on items relating to Commission business that are not on the agenda. Public comment for items on the agenda will be taken when that agenda item is considered

- No public comment

### **3) Approve meeting minutes from September 30, 2021**

- S. Reed moved approval of the meeting minutes and A. Kim seconded. The motion passed unanimously.

### **4) Updates from September 30, 2021 meeting**

- Commission website
  - S. Reed suggested to use common terminology on website, remove outdated documents, and improve access to updated, relevant documents
  - N.J. encouraged staff to update the search engine optimization (SEO) so when people search the website YCCAC comes up
- Commission meeting announcement distribution list
  - R. Datel requested more detail on who was on distribution list
- C. Tschudin will reach out to Clerk of the Board to provide information about people/organizations included on the distribution list Contact list
  - S. Reed requested clarification about the difference between distribution list and contact list
  - T. Echiburu clarified the contact list provides contact information of Commission members

### **5) Brown Act training**

- Training is not mandatory, but County will provide online training
- D. Saylor encouraged Commission members to take training to ensure Commissioners are aware of required processes
- J. Provenza noted that this Commission could require Commission members take the training, and suggested to adding the requirement to the Charter; T. Echiburu agreed
- N.J. Mvondo stated she hopes to make the Brown Act training available to working group participants

### **6) Revised Charter (Attachment A)**

- J. Provenza recommends Board resolution be attached to the charter
- S. Reed expressed opposition to the Officer election process that requires the Chair be selected from among only Board-appointed Commission members and the Commission discussed alternatives.
  - S. Reed moved to modify the charter to allow all voting members to elect the officers. NJ Mvondo seconded the motion. Motion passed unanimously.
- S. Reed would like clarification on role and specific duties of Secretary
  - T. Echiburu clarified that County staff should fulfill the role of providing meeting notices
  - T. Echiburu clarified the purpose is for the Secretary to review meeting notes, repeat the motion, and perform other duties as described in the charter
  - S. Reed recommended roll call to be added as responsibility of the Secretary
  - D. Saylor questioned if a Secretary is required for this Commission

- M. McCormick stated the purpose of the Secretary is to improve coordination between the work of the Commission and County staff, but the Secretary role is not required
- R. Datel suggested the responsibilities of the Secretary be moved to the responsibilities of the Vice Chair
- T. Echiburu recommended the Commission move to amend the charter, including: (1) eliminate the Secretary position, (2) assign responsibility of sending meeting notices and drafting minutes to County staff, (3) have Vice Chair assume remaining Secretary roles, and (4) revise timeline of Commission report on the CAP to “one year” from establishment of Commission
  - S. Reed moved the recommended action and R.Datel seconded. Motion passed unanimously

**7) Appoint Commission Chair**

- Tabled to after the Board approves charter based on prior motion

**8) Appoint Two At-Large Commission Members**

- Commission, after moving to agenda item 9 and passing motion to appoint two additional subject matter experts, decided to postpone election of two additional at-large commission members to provide an opportunity to analyze the diversity (geographic, ethnic, age, and areas of expertise) of the Commission
  - S. Reed suggested Commission members, staff and other interested stakeholders conduct outreach to find potential nominees residing in unincorporated Yolo County
    - (1) T. Echiburu agreed additional outreach is needed, but reminded the Commission members to ensure applicants apply through the Yolo County advisory committee process
  - T. Echiburu asked Commission if they would like to wait on voting of officers until after the at-large appointments have been made.
    - (1) J. Provenza said it is important to seat the Chair as soon as possible
    - (2) D. Saylor urged the Commission to select Chair at the next meeting. He suggested appointing the Chair at next meeting and appointing the at-large Commission members later.
    - (3) S .Reed agreed officer appointments should take place at next meeting
  - Commission agreed Commission members, staff, and interested stakeholders should recruit people from the unincorporated area
  - The Commission asked County staff to reopen the application process.

**9) Discuss Appointment of Up to Two Additional Climate Scientists/Subject Matter Experts**

- S.Reed moved to create two positions for climate scientists/subject matter experts on the Commission. M. Aulman seconded the motion
- Discussion
  - (1) NJ Mvondo thinks the two additional subject matter experts should have complimentary expertise to existing members. Several of the applicants have an interest in public outreach and have existing networks to

enhance outreach efforts; therefore, the Commission's work would be enriched with two additional climate scientists

(2) A. Kim thinks adding the two additional climate scientists would reduce possibility of Brown Act violation occurring

- Motion passed unanimously.
- The Commission discussed individuals to appoint to the two new climate scientist/subject matter expert positions
  - A. Kim made the motion to appoint P. Alvarez S. Reed seconded the motion. Motion passed unanimously
  - S. Reed moved to appoint Bernadette Austin to the Commission. R. Datel seconded
  - Discussion
    - (1) A. Kim noted that her relationship to UC Davis is a benefit
  - Motion passed unanimously.

#### **10) Early Action Memo (Attachment D)**

- T. Echiburu said staff received eight proposals from Commission members and two from other stakeholders
- P. Marchand noted that more information is needed for each project that provided in the memo to identify matching grants for project proposals
- T. Echiburu requested Commission confirm the early actions list complete, and prioritize top five items for staff to build out into full project descriptions
- A. Kim said he is waiting for feedback from organizations that would be best suited to implement programs and requested to extend the deadline.
- J. Provenza clarified that the resolution referred to countywide, not just the unincorporated area
- M. Aulman commented the goal of achieving carbon negative status requires not just elimination of fossil fuels, but also removal of carbon from the atmosphere
- R. Datel and A. Kim would like additional guidance from staff on what projects will be most impactful based on what has already been done.
  - In addition to the existing criteria, Commission members suggested additional criteria/clarification on early actions, including:
    - (1) What is the greenhouse gas emission reduction/impact of early actions?
    - (2) Should there be an early action for each sector (transportation, waste, etc.)?
    - (3) How should equity be considered/prioritized?
    - (4) Is the project eligible to receive American Rescue Plan funding?
    - (5) What is the timing of implementation?
- D. Saylor noted that collaboration with cities in creating Valley Clean Energy and installing photovoltaic arrays for County government were the most meaningful action the County took since passage of the last Climate Action Plan.. Recommended the Commission to (1) create framework to evaluate the impact of early actions, (2) select early actions, and (3) build partnerships with cities,

school districts, special districts, and other agencies. He emphasized the need to show early success in areas the County can “make happen.”

- C. White said the early action list of projects is a “great list” and contains a lot of items the County can do quickly
- C. White said she is concerned adding to the list may slow the process and defeat the purpose of “early actions”; she wants to keep things moving
- C. White would like to remove electrification of buildings from the list of early actions because the state is mandating a new code which requires it
- C. White recommended Yolo County sign up with the Tech Initiative now ([www.energy-solutions.com/tech](http://www.energy-solutions.com/tech)) as a partner; could provide funding for early actions
- S. Reed asked how early actions process interacts with the allocation of the \$1 million in American Rescue Plan funding
  - J. Provenza clarified that Commission will recommend to the Board how American Rescue Plan funding should be allocated
- C. White recommended the County not move forward with the proposed off highway vehicle park because of the greenhouse gas emissions. She also mentioned that other cities are enforcing anti-idling policies and eliminating drive-throughs.
- A. Kim thought early action proposals would be funded from the Climate Action Fund, as proposed for the American Rescue Plan allocation. He therefore thought proposals needed to be consistent with the American Rescue Plan guidelines, which includes a connection with COVID-19.
  - J. Provenza confirmed the American Rescue Plan funds may require a connection to COVID-19, but that there are other sources of funding that will be considered for early action proposals.
  - A. Serena stated there are strong connections between COVID-19 relief and greenhouse gas emission reduction policies/actions
- T. Echiburu noted Yolo County staff ad hoc climate resiliency group is a good group with which to collaborate on proposals that include other agencies and stated they hired a consultant to measure greenhouse gas emissions consistently using the same model.
- T. Echiburu understands the next step is for the County to provide the Commission with more clarity on how to develop and prioritize early actions

#### Public Comment

- C. Shewmaker agreed we need to identify greenhouse gas emission reduction impact of early actions as part of the prioritization process. Also noted Yolo County could focus on electrification of County buildings to send a message.

#### **11) Next Steps**

- Date for next meeting- December 2nd
- Add/revise early actions in December, prioritize in January, and match priorities to grant opportunities in February

- Commission recruitment/outreach for at-large community members
  - Commission members encourage community members to apply on County website
- NJ Mvondo requested a set-time for Commission meeting
- NJ Mvondo requested for County staff to summarize action items for Commissioners
- A. Serena requested that all docs that Commission are expected to review be sent in one email
- M. McCormick requested Commission members share best practices for CAPs and RFPs with County Staff
- S. Reed would like to clarify if CAP will take into consideration greenhouse gas emission reduction of unincorporated or county-wide at the next meeting



## **ATTACHMENT B**

### **Staff Report on At-Large Commissioner Appointments**

# STAFF REPORT

**DATE:** December 2, 2021

**TO:** Yolo Climate Action Commission

**FROM:** Taro Echiburú, Department of Community Services

**RE:** Timeline and Process for Appointing Two At-Large Yolo County Climate Action Commission Members

## RECOMMENDED ACTION

1. Approve timeline and process for appointing two at-large Yolo County Climate Action Commission members

## Reason for Recommended Action

Approval of the timeline and process for appointing two at-large Yolo County Climate Action Commission (“Commission”) members will ensure the positions are filled at the January Commission meeting.

## Background

The Commission decided during the November 1, 2021 meeting to appoint two at-large Commission members at the January 2022 meeting to allow additional time to solicit applications, with a special emphasis on the unincorporated area. Staff recommend the following timeline for Commission consideration for soliciting additional applications and appointing the two at-large Commission members:

- December 2021 – Commission members and County representatives recruit additional applicants; County advertises need for additional applications via press release and email listserve
- January 7, 2022 – Deadline to submit applications for at-large Commission member positions
- January 11, 2022 – Staff uploads applications to Dropbox for Commission member review
- January 31, 2022 – Commission members anonymously recommend up to four applicants to fill the two positions and provide that information to County staff; County staff compile the recommendations and send out the results with the January Commission agenda.
- February 16, 2022 – Commission meeting to select two at-large Commission members

## **ATTACHMENT C**

### **Staff Report on Early Actions**

# STAFF REPORT

**DATE:** December 2, 2021

**TO:** Yolo Climate Action Commission

**FROM:** Taro Echiburú, Department of Community Services

**RE:** Early Action Timeline and Prioritization Criteria

## RECOMMENDED ACTION

1. Approve early action timeline and early action prioritization criteria

## Reason for Recommended Action

Approval of early actions will help direct limited County staff resources to implementation of priority projects to reduce greenhouse gas emissions consistent with the 2020 resolution adopted by the Yolo County Board of Supervisors declaring a climate crisis requiring an urgent, inclusive mobilization in Yolo County.

## Background

The Yolo County Climate Action Commission (“Commission”) reviewed the early action memo during the November 1, 2021 Commission meeting and requested additional time to submit early actions, more information about each action to inform the Commission’s decisions re priorities, and prioritization criteria. Staff recommend the following timeline for Commission consideration for submitting early actions, updating the early actions memo, and prioritizing actions.

- December 2, 2022 – Commission approves prioritization criteria
- December 30, 2022 – Deadline to submit early actions
- January 19, 2022 – Commission reviews updated early actions memo and prioritizes early actions
- February 2022 – Commission reviews project descriptions and associated budgets, as well as receives update on initial funding opportunities.
- March 2022 – Commission approves early action grant strategy

Staff recommend Commission review and approval of the attached early action prioritization criteria (below). The Commission asked staff to consider the following eight criteria: 1) grounded on past policies; 2) County can control implementation of the action; 3) benefits the unincorporated area; 4) sufficient resources to implement the action; 5) consideration of American Rescue Plan funding eligibility; 6) whether the project can be implemented quickly (e.g. shovel-ready); 7) inclusion of equity consideration; 8) level of greenhouse gas emission reduction. Staff did not include American Rescue

Plan funding eligibility or the sufficiency of resources to implement as a criterion for prioritization since funding availability should not affect the selection of priorities. Staff will work to identify funding after the Commission establishes the priorities. Staff also did not include whether the project is grounded on past policies, whether the County can control implementation, and whether it benefits the unincorporated area because if a project does not meet these criteria, they are not eligible for consideration as an early action. County staff recommend adding a criteria for whether the projects builds or expands partnerships, since the Commission has discussed working to reduce greenhouse gas emissions with other local and regional partners.

## **Early Action Eligibility and Prioritization Criteria**

### Eligibility Criteria

Early actions are “no regrets” projects that meet the following *eligibility* criteria:

1. Yolo County must be able to work independently or with partners to complete the action by June 30, 2024 (approximately three years);
2. Early actions must advance implementation of the 2020 Resolution No. 20-114 Declaring a Climate Crisis Requiring an Urgent and Inclusive Mobilization in Yolo County to achieve net negative carbon neutrality goal by 2030;
3. Early actions must be grounded in existing policies or listed in adopted plans;
4. Early actions must benefit unincorporated areas of the County; and
5. Early actions must have the ability to be funded and implemented in the near term.

### Prioritization Criteria

Since Yolo County is constrained by limited financial resources, the Commission will prioritize early actions so staff can develop full project descriptions and associated budgets for each priority action. Staff recommend the Commission consider the following criteria to inform the prioritization process.

1. The early action builds from or advances existing collaborations or partnerships.
  - a. Yes or No
2. How soon the Early Action can be implemented (e.g. “shovel-ready”, and little or no additional planning) relative to other proposals.
3. The early action benefits disadvantaged communities, as defined by [CalEnviroScreen](#).
  - a. Yes or No
4. The early action reduces greenhouse gas emissions.
  - a. Low, Medium, or High reduction impact<sup>1</sup>
5. The early action is affordable. For example:
  - a. The early action costs less than \$50,000
  - b. The early action costs between \$50,000 and \$250,000
  - c. The early action costs over \$500,000
  - d. The early action costs over \$1 million

### Prioritization Process

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<sup>1</sup> Consultant Team will be responsible for assigning low, medium, or high reduction impact designation to each Early Action

Since Commission members have different priorities based on the background and areas of expertise, Commission members will not assign a numerical score for individual criteria, nor will a summary score be calculated for each Early Action. Instead, County staff requests Commission members to consider each prioritization criteria individually and qualitatively and rank early actions in order of priority. The consultant team will build out the top 3-5 Early Actions into complete project descriptions and associated budgets, as well as match projects with funding opportunities. Staff will bring these 3-5 early action priorities to the Board of Supervisors as a recommendation of the Commission, develop funding strategies to ensure sufficient funding for implementation, and implement the action (with partners if appropriate) prior to 2024.

## **ATTACHMENT D**

### **Staff Report on Working Groups**

# STAFF REPORT

**DATE:** December 2, 2021

**TO:** Yolo Climate Action Commission

**FROM:** Taro Echiburú, Department of Community Services

**RE:** Working Groups Update

## **RECOMMENDED ACTION**

Receive staff presentation on Yolo County Climate Action Commission working groups, subject areas, and timing of working group creation

### **Reason for Recommended Action**

Staff will lead Yolo County Climate Action Commission (“Commission”) discussion on working groups, subject areas the workgroups could cover, and the timing of working group creation, as well as resource limitations to support working groups.

### **Background**

The Board of Supervisors approved the Commission’s charter at their November 23, 2021 meeting, which specifies that working groups are subject to the Brown Act. The charter includes the following language on working groups: “The Commission may establish ad hoc working groups focused on selected topics to advance the goals set forth by Resolution No. 20-114” (page 8). During the September 30, 2021 Yolo County Climate Action Commission (“Commission”) meeting, the Commission briefly discussed next steps for working group structure, but a focused discussion is needed to provide direction to County staff on the number, subject areas, and timing of working groups.