

Attachment A – Land Acknowledgement

## **Land Acknowledgement Statement**

We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil Dehe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Band of Wintun Indians, and Yocha Dehe Wintun Nation.

The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

*Approved by Yocha Dehe Tribal Council (July 23, 2019)*

Attachment B – 2024.08.26 YCCAC Public Meeting Minutes



**MEETING MINUTES**  
**Yolo County Climate Action Commission**  
**August 26, 2024 | 4:00 PM – 6:30 PM**

**COMMISSION MEMBERS:**

Suzanne Reed, District 1 Appointee  
Robin Datel, District 2 Appointee  
Mark Aulman, District 3 Appointee  
Andrew Truman Kim, District 4 Appointee (**VICE-CHAIR**) (*arrived late @ 4:11 PM*)  
Adelita Serena, District 5 Appointee  
Chris White, Technical Lead (*not in attendance*)  
NJ Mvondo, Environmental Justice Lead (**CHAIR**)  
Bernadette Austin, Climate Scientist/Subject Matter Expert (*not in attendance*)  
Pelayo Alvarez, Climate Scientist/Subject Matter Expert (*not in attendance*)  
Mica Bennett – At Large  
Ken Britten – At Large

**EX-OFFICIO MEMBERS:**

Sarah Morgan, Yocha Dehe Wintun Nation  
Carla Fresquez, UC Davis (*Eric O'Brien – Sustainability Director to serve as stand-in*)

**SUPERVISORS:**

Supervisor Lucas Frerichs, Yolo County Board of Supervisors, District 2 (*not in attendance*)  
Supervisor Jim Provenza, Yolo County Board of Supervisors, District 4

Meeting commenced at 04:07 PM

- 1. Land Acknowledgement (*Attachment A*) (*M. Aulman*)**
- 2. Approval of the Agenda**
  - Consider approval of the agenda

**Decision:** Approved

**Approved By / Seconded By:** M. Bennet/K. Britten

**Ayes:** S. Reed, R. Datel, M. Aulman, A. Serena, NJ Mvondo, M. Bennett, K. Britten

**Noes:** None

**Abstain:** None

**Absent:** A. Kim, C. White, B. Austin, P. Alvarez

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

- A commenter thanked the Commission members for shouldering the comments received during the public comment period. He mentioned that he is a member of California State Strong and shared that the Governor of California and the California Public Utilities Commission (CPUC) have changed the way solar rebates operate and as a result 17,000 jobs have been lost. There is a currently an assembly bill in the works, AB-1374, and encouraged the Commission Members to advocate to have the bill passed.

**4. Approve July 8, 2024 Commission Meeting Minutes (*Attachment B*)**

**Decision:** Approved

**Approved By / Seconded By:** R. Datel/S. Reed

**Ayes:** M. Aulman, A. Kim, A. Serena, NJ Mvondo, M. Bennett, K. Britten

**Noes:** None

**Abstain:** None

**Absent:** C. White, B. Austin, P. Alvarez

**5. Staff Announcements/Reports (Staff) (30 Minutes)**

- Staff provided updates to the Long Range Calendar. Staff shared an update on CPRG Award Results.
- Staff provided a summary of CAAP Series #3 Community Conversation Workshops.
- Staff provided an update on Early Action Projects.
- Staff provided a share-out of the CCEC Conference that was attended in June 2024.

#### **Public Comment**

- A commentor asked a Commission member if she could save her E&E TAC comments until the public comment section after Agenda Item 6. The commentor then thanked everyone and shared that she will be speaking on subsection C and D of Agenda Item 3. She then provided recommendations on how the County should interact with CBOs to improve future partnerships.
- A commentor shared that there is an EPA grant they will send the notice of to the Sustainability Department.

## 6. Update on Technical Advisory Committees (TACs) (7 minutes)

- Equity and Engagement (E&E) TAC Update (*A. Serena*)
  - An update on the discussions and progress made at the August 2024 Equity and Engagement (E&E) TAC Meeting was provided.
- Natural and Working Lands (NWL) TAC Update (*K. Reza*)
  - An update on the discussions and progress made at the August 2024 Natural and Working Lands (NWL) TAC Meeting was provided.

## Public Comments

- A commenter with Cool Davis thanked the Commission and shared that Cool Davis is a partner with the Regional Resilience Collaborative and that CBO recruitments will be a part of that planning group, as well as the recruitment for Electrify Yolo. She shared that this is a learning process and if we treat everything as pilots, we can start to model an even more amazing set of Yolo County programs and services that will be more than face value statistics.
- A commenter stated that the Commission is working on a CAAP that outpaces in terms of speed and aggressiveness, the one put forth by the state. He then commented that when we consider that The Yolo County CAAP is based on the County's resolution of declaring a climate crisis, the County, the community, and the Commission is driving at a higher standard than the CAAP and it is not tenable to have organizations that are providing support and recognizing how to be equitable to be compensating for a lack of ability of consultants.

## 7. Commission Member Reports, Comments, Future Agenda Items

- Events to be Included in the Newsletter
  - A Commission member shared that an event, Green Drinks, will take place on Sept 13<sup>th</sup> at The Hive from 5:00 PM – 6:00 PM.
- A Commission member expressed concern that only two pages of the DRAFT CAAP are allocated to implementation and advised that the remainder of contracted time with Dudek be dedicated to working on a business plan.

## 8. Adjournment

- The meeting adjourned at 6:44 PM.

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## PUBLIC PARTICIPATION INSTRUCTIONS:

All meetings of the Yolo County Climate Action Commission will be held in person at the Yolo County Board of Supervisors Chambers, located at 625 Court Street, Woodland, Room 206. While the Board chambers are open for public attendance, members of the public are strongly encouraged to observe and participate in the meeting via Zoom at

<https://yolocounty.zoom.us/j/87876273446> or by phone at (669) 900-6833 passcode 87876273446#.

If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining via telephone, press\*9 to raise your hand. The chair will call you by name when it is your turn to comment. **Speakers will be limited to 3 minutes (subject to change).**

If you choose not to observe the Commission meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Friday prior to the Commission meeting. Please submit your comment to the Kristen Wraithwall at [Kristen.wraithwall@yolocounty.org](mailto:Kristen.wraithwall@yolocounty.org) noting in the subject line: For Public Comment. Your comment will be placed into the record at the Commission meeting.

If you are watching/listening to the Commission meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to Kristen Wraithwall at [kristen.wraithwall@yolocounty.org](mailto:kristen.wraithwall@yolocounty.org) noting in the subject line: For Public Comment. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Attachment C – Staff Report on Updated CAAP Timeline



# STAFF REPORT

**DATE:** October 28, 2024  
**TO:** Yolo Climate Action Commission  
**FROM:** Kristen Wraithwall, Sustainability Manager  
Julia Olsen, Administrative Analyst  
**RE:** Timeline for Final 2030 Climate Action and Adaptation Plan Adoption

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## RECOMMENDED ACTION

1. Receive update on the timeline for the Final 2030 Climate Action and Adaptation Plan (CAAP) adoption process.

## REASON FOR RECOMMENDED ACTION

Following the completion of the Draft CAAP Public Comment Period on July 10, 2024, staff has been diligently working to review and incorporate feedback received during the public comment process. The proposed timeline for bringing forward the Final CAAP for adoption ensures adequate time for thorough integration of public comments, Spanish language translation, and preparation of necessary documentation for both Climate Action Commission (Commission) review and Board adoption.

## BACKGROUND

The Draft CAAP was released for public comment on June 7, 2024. During the public comment period, Staff and community outreach partners facilitated engagement through the following channels:

- Multiple community workshops in dual language options
  - 3 in-person workshops (*two in hybrid Spanish/English and one fully in Spanish*)
  - 3 virtual workshops
- Four community outreach events
- Strategic posting of flyers in identified priority locations throughout the County
- Targeted social media advertising (*press releases, Instagram, Facebook, and newsletter postings*)
- A web portal to access the CAAP and provide public comment

The Public Comment Period concluded on July 10, 2024 and staff has been working to analyze and incorporate the extensive feedback received from community members (both in-person and online through the Public Comment Portal), County Green Team staff, the Commission, Natural and Working Lands Technical Advisory Committee, Equity and Engagement Technical Advisory Committee, and more, into a Final CAAP.

## NEXT STEPS

The following timeline has been established for the final review and adoption of the CAAP:

1. November 18, 2024:
  - a. Staff will present a comprehensive summary of changes made to the CAAP based on public input
  - b. Commission will review and consider recommending the Final CAAP (*in English and Spanish*) to the Board of Supervisors for adoption
2. *Tentative*: December 3, 2024:
  - a. Final CAAP will be presented to the Board of Supervisors for adoption
  - b. Official transition from plan development to full-scale implementation
3. Early 2025:
  - a. Staff will finalize CAAP tracking dashboard contract and refine implementation plan
4. Implementation Phases:
  - a. Phase 1: 2024 – 2027
  - b. Phase 2: 2027 – 2030

This timeline allows staff to thoroughly review all public comments received, make necessary revisions to ensure the CAAP reflects community input, prepare documentation of public comment changes for both Commission and Board consideration, complete translation of the CAAP to Spanish, and prepare for a smooth transition into the implementation phase.

Attachment D – Long Range Calendar

## Yolo County Climate Action Commission

Long Range Calendar 2024

*UPDATED – October 23, 2024*

Month	Topics
January	<p style="text-align: center;"><b>Interdepartmental Green Team Meeting #2</b>                      Discuss CAAP Community Conversation Series Outcomes                      Review DRAFT CAAP Table of Contents                      Review Memo on Implementation and Monitoring Plan</p>
February	<p style="text-align: center;">Briefing Board of Supervisors Members on CAAP Community Conversation Outcomes                      Approve Updated Emission Reduction and Adaptation Measure + Action List                      Review Natural and Working Lands Outreach Summary</p>
March	<p style="text-align: center;">Review Phasing of Approved CAAP Measure + Action List                      Approve Additional ARP Funding Allocations                      Update on Early Action Projects</p>
April	<p style="text-align: center;"><b>Interdepartmental Green Team Meeting #3</b>                      Presentation to Board of Supervisors on Draft CAAP (<i>Prioritization Criteria, and Reduction and Adaptation Measures</i>) and Proposed Landfill Fee Concept for CAAP Funding   April 9<sup>th</sup>                      Presentation of Awards for the CAAP Calendar Youth Art Contest                      Presentation on the 2024-2028 Yolo County Strategic Plan                      Update on the Greenhouse Gas (GHG) Inventory Update</p>
May	<p style="text-align: center;">Water-Climate Nexus/Groundwater Sustainability in Yolo County (<i>Kristin Sicke, YCFCWCD</i>)                      Update on UC Davis Fossil Fuel Free Pathway Plan Presentation                      Review DRAFT CAAP Workshop Materials and Process for Public Comments</p>
June	<p style="text-align: center;"><b>Interdepartmental Green Team Meeting #4</b>                      Draft CAAP Public Workshops Weeks of June 17<sup>th</sup> and 24<sup>th</sup>                      Commission Review of DRAFT CAAP                      Start of CAAP Public Comment Period   Friday, June 7<sup>th</sup></p>
July	<p style="text-align: center;">End of CAAP Public Comment Period   Wednesday, July 10<sup>th</sup>  <i>Commission Meeting is Cancelled</i></p>
August	<p style="text-align: center;">Summary of CAAP Public Workshops                      Staff share out of CCEC Conference                      Staff update of CPRG Non-Selection</p>
September	<p style="text-align: center;"><i>Commission Meeting is Cancelled</i></p>
October	<p style="text-align: center;">Introduction of 2024-25 CivicSpark Fellows                      Discussion on Future Direction of Climate Action Commission                      Approve Final Climate Action ARP Expenditures</p>
November	<p style="text-align: center;">Staff to Present Summary of CAAP Changes                      Recommend CAAP for Commission Adoption</p>
December	<p style="text-align: center;"><i>TENTATIVE: Board of Supervisors Adoption of CAAP + Approval of Final ARP Expenditures   Dec. 3<sup>rd</sup></i></p>

## 2025

January	<b>Interdepartmental Green Team Meeting #5</b>
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Attachment E – Staff Report on Remaining ARP Funds

## STAFF REPORT

**DATE:** October 28th, 2024  
**TO:** Yolo County Climate Action Commission  
**FROM:** Kristen Wraithwall, Sustainability Manager  
Juan Ibarra, Regional Resilience CivicSpark Fellow  
**RE:** Receive Update on Climate Action American Rescue Plan (ARP) Funding and Additional Funding Requests

### RECOMMENDED ACTION

1. Receive Update on Climate Action ARP Funding to Date.
2. Consider and Approve Six Additional Climate Action ARP Funding Allocations totaling \$259,268.

### REASON FOR RECOMMENDED ACTION

To date, the Yolo County Climate Action Commission (Commission) and the Board of Supervisors (Board) have committed a total \$740,732 of the \$1,000,000 in Climate Action ARP funds, which leaves \$259,268 to be committed to additional projects before the December 2024 federal deadline for obligating ARP funds. Today, staff are presenting six additional funding requests, totaling \$259,268:

- Additional Funding to Complete Inventory and Feasibility Study
- Contract with De Colores Resource Center to Translation Climate Action and Adaptation Plan (CAAP) into Spanish
- Staff Training Fund
- CAAP Implementation Community Engagement Fund
- CivicSpark Equity and Engagement Fellow for 2025-26 Service Year
- Yolo County Community Climate Action Fund (*Attachment F*)

### BACKGROUND

On September 28, 2021, the Board approved the initial ARP Expenditure Plan, which included \$1,000,000 for projects under Climate Action within the Strategic Plan Implementation category. The Board subsequently reviewed and provided direction on certain climate action funding at the June 7, 2022, November 22, 2022, and May 23,

2023, and April 9 2024 Board meetings. The approved projects and the amount funded to date are presented in the table below.

<b>Project Title</b>	<b>Lead Entity</b>	<b>Amount Funded</b>
Early Action Project: Carbon Farming Partnership	Center for Land Based Learning	\$149,845
Early Action Project: Electrification Retrofit Rebate Outreach Program	Valley Clean Energy	\$100,000
Climate Action and Adaptation Plan (CAAP) Support: Yolo Resource Conservation District Support for CAAP	Yolo Resource Conservation District	\$45,287
Climate Action and Adaptation Plan (CAAP) Support: Community Engagement Package	Community Services	\$31,100
Early Action Project: Agricultural Equipment Replacement Program	Community Services	\$130,000
Home Energy Score Pilot Program	Community Services	\$72,600
Weatherization Program	Community Services	\$50,000
Yolo County CAAP Tracking Dashboard	Community Services	\$100,000
CivicSpark Fellows for 2024-25 Service Year	Community Services	\$62,000
	<b>Total Allocated:</b>	<b>\$750,732</b>
	<b>Total Remaining:</b>	<b>\$259,268</b>

Today, staff recommend funding six additional projects:

<b>Project Title</b>	<b>Lead Entity</b>	<b>Amount Funded</b>
Additional Funding to Complete Inventory and Feasibility Study	Community Services/AECOM	\$30,000
Funding to Translate Climate Action and Adaptation Plan (CAAP) into Spanish	De Colores Resource Center	\$6,000
Staff Training Fund	Community Services	\$5,000
CAAP Implementation Community Engagement Fund	Community Services	\$5,000
CivicSpark Equity and Engagement Fellow for 2025-26 Service Year	Community Services	\$31,000
Yolo County Community Climate Action Fund ( <i>Attachment F</i> )	Community Services	\$182,268
	<b>Total Additional Allocation:</b>	<b>\$259,268</b>
	<b>Total Remaining After Additional Allocations:</b>	<b>\$0</b>

These six projects have a total additional cost of \$259,268. If approved, the entirety of the \$1,000,000 Climate Action ARP Funding pool will have been obligated before the December 2024 federal deadline. Staff and partners will then have until December 2026 to fully expend all ARP funds.

## **OVERVIEW OF ADDITIONAL FUNDING REQUESTS**

### *Additional Funding to Complete Inventory and Feasibility Study*

On July 25, 2023, the Board of Supervisors allocated \$300,000 in supplemental ARP funding to the Sustainability Division to complete the Inventory and Feasibility Study Early Action Project in partnership with the Department of General Services. This project will develop an inventory of all fossil fuels used in Yolo County operations and then assess the feasibility of removing these fossil fuels from use. The total cost of completing this project, following a competitive request for proposals (RFP) process, is \$330,000. Allocating an additional \$30,000 in Climate Action ARP will cover the remaining costs associated with the County’s contract with AECOM for this project.



### *Translating the Climate Action and Adaptation Plan (CAAP) into Spanish*

Staff are requesting \$6,000 to compensate the De Colores Resource Center for translating the Climate Action and Adaptation Plan, including:

- The CAAP at a Glance
- Chapter 2 – Community Engagement Strategy and Farmworker Voices
- Chapter 6 – Strategies, Measures, and Actions
- Appendix E – Strategy Detail

The Climate Action Commission and Equity and Engagement Technical Advisory Committee (E&E TAC) have stressed the importance of accessibility when it comes to the Climate Action and Adaptation Plan. As an outreach partner throughout the CAAP development process, the De Colores Resource Center is well positioned to deliver a context-informed translated document that is accessible to our community.

### *Staff Training*

2024-25 is an incredibly tight budget year Countywide, and the Sustainability Division had its training and travel budgets cut drastically. Allocating \$5,000 to a staff training fund will enable all seven (7) members of the Sustainability team to attend at least one in-person training or conference in 2025. A long-standing goal of the Commission and Sustainability Division has been to highlight Yolo County as a model for ambitious local climate action in California. This training fund would enable staff to present on conference panels and share outcomes of the Yolo County CAAP development process with peers across the state. Additionally, it would provide a critical opportunity for staff to fill knowledge and skill gaps, engage with other local jurisdictions to learn best practices for program development, and ensure effective and efficient CAAP implementation.

### *CAAP Implementation Community Engagement Revolving Fund*

On November 22, 2022, the Board of Supervisors approved the allocation of \$31,000 in Climate Action ARP funds to a CAAP Community Engagement Package. This funding supported five community-based organization (CBO) Community Outreach Partners and material creation and incentives for public meetings and survey participation, including printing of tabling materials, development of interactive activities for outreach events, registration fees for events, purchasing stickers and other “swag”, creating Yolo County nametags for staff members and Commission members, and more.

The entirety of this funding pool has been spent, and staff wish to earmark \$5,000 to support the intensive community engagement needed throughout phase I of CAAP implementation. If approved, this funding will be used to print materials and display boards for critical programs, develop additional activities and sustainable giveaways for community events, cover costs associated with event registration fees/space rentals, and more. This fund will enable staff to be nimble with our messaging and presentation as we move through a fast-paced implementation cycle.

### *CivicSpark Equity and Engagement Fellow for 2025-26 Service Year*

While the 24-25 Fiscal Year budget is tight, the upcoming fiscal year is expected to be even tighter. Staff wish to get ahead of this expected shortfall, and request approval to allocate \$31,000 in Climate Action ARP funding to cover the cost of hosting an Equity and Engagement CivicSpark Fellow for the 2025-26 Service Year. This Fellow will coordinate outreach and engagement associated with CAAP implementation, and oversee the Sustainability Division's social media platforms, newsletter, website/web portal, and more. Clear and consistent community messaging will be more important than ever in the year ahead and securing funding for a Fellow now ensures that this critical work isn't delayed or halted due to budget cuts.

### *Yolo County Community Climate Action Fund (Attachment F)*

Staff are proposing that the remaining \$182,268 in Climate Action ARP funds be allocated to a Community Climate Action Fund to accelerate community-driven implementation of CAAP Phase I priorities. A detailed overview of this proposal is provided in Attachment F.

## **NEXT STEPS**

If approved by the Commission, next steps are as follows:

- |                      |   |
|----------------------|---|
| <b>Dec. 3, 2024</b>  | Staff to Bring Final ARP Expenditure Request to Board of Supervisors for Consideration and Approval |
| <b>Dec. 31, 2026</b> | All ARP Funds Expended  |

Attachment F – Staff Report on Community Climate Action Fund

## STAFF REPORT

**DATE:** October 28, 2024  
**TO:** Yolo County Climate Action Commission  
**FROM:** Juan Ibarra, Regional Resilience CivicSpark Fellow  
Kristen Wraithwall, Sustainability Manager  
**RE:** Yolo County Community Climate Action Fund

### RECOMMENDED ACTION

1. Approve American Rescue Plan (ARP) funds in the amount of \$182,268 for the Yolo County Community Climate Action Fund.
2. Provide input on selection criteria for Community Climate Action Fund.

### REASON FOR RECOMMENDED ACTION

Yolo County is committed to advancing its Climate Action and Adaptation Plan (CAAP) and has set aside \$182,268 in American Rescue Plan (ARP) funds to support the implementation of Phase 1 actions. To effectively utilize these funds, Yolo County aims to foster collaborative relationships with local Community-Based Organizations (CBOs), schools, and other stakeholders, inviting proposals that will help achieve the specific objectives outlined in Phase 1 of the CAAP.

To this end, the Sustainability Division seeks the Commission's approval to establish the Yolo County Community Climate Action Fund (Community Climate Action Fund). This fund will be a vital resource in accelerating the implementation of the CAAP, with the critical stipulation that all allocated funds must be expended by December 2026 to comply with federal ARP fund deadlines.

The establishment of the Community Climate Action Fund represents a multi-step process designed to align existing community goals and projects with the priorities set forth in the CAAP. Numerous local CBOs and municipalities have already developed climate resiliency goals and initiatives, and this fund will serve to bridge those efforts with the broader objectives of the CAAP.

Recognizing that many actions within the CAAP require community leadership and a bottom-up approach, Yolo County acknowledges its limitations in executing Phase 1 projects independently. Community organizations possess a deeper and more specific understanding of local needs, which makes their involvement crucial. By prioritizing community participation and leadership, Yolo County aims to ensure that the implementation of the CAAP is not only effective but also reflective of the diverse perspectives and priorities within the community.

The establishment of the Community Climate Action Fund will not only enhance the County's ability to meet its climate action goals but also empower local communities to take a leading role in shaping the environmental future of Yolo County. The commission's approval of this proposal will mark a significant step towards a more sustainable and resilient community.

## **BACKGROUND**

Chapter 2 of the Yolo County CAAP addresses the need to center equity and justice while communicating and engaging with the public. As part of the Equity and Engagement Strategies, establishing partnerships with CBOs, school districts, transit agencies, special districts, and other community partners is listed as a priority.

Strategy 10: Build Resilient Infrastructure and Healthy Communities (HC) lists partnering with local CBOs to connect residents to resilience funding mechanisms as a Phase 1 Action (HC 4f) to fulfill Measure HC 4: Improve Equitable Distribution of Resources.

### **Community Climate Action Fund Description**

The Community Climate Action Fund, proposed by the Sustainability Division, aims to support the implementation of Phase 1 CAAP actions through collaborative partnerships with local Community-Based Organizations (CBOs), schools, special districts, and stakeholders. With \$182,268 in American Rescue Plan funds available, the initiative will solicit project proposals from local partners that align with specific CAAP actions, enhance community resilience, and promote environmental sustainability within Yolo County.

The fund seeks to empower local organizations by providing financial support for innovative, measurable projects that foster community engagement and leadership. By facilitating proposals that demonstrate sustainability, equity, and collaboration, the Community Climate Action Fund aims to drive meaningful community-driven climate action and CAAP progress.

### **Selection Criteria for the Community Climate Action Fund**

If the funding for this project is approved, staff will develop a simple and accessible solicitation for community partners to submit project proposals. County staff requests the Commission's input on the proposed selection criteria to help shape the program moving forward. The selection criteria and timeline outlined below draw on the structure used for the Early Action Project selection process in 2022.

- **Alignment with CAAP Phase 1 Actions:**  
Proposals must directly align with one or more specific actions outlined in the Yolo County Climate Action and Adaptation Plan (CAAP) Phase 1.
- **Geographic Focus:**  
Applicants must be based in Yolo County, and all proposed project activities must be conducted within the county, with a focus on the unincorporated area.
- **Organizational Type:**  
Priority will be given to non-governmental organizations (NGOs) and Community-Based Organizations (CBOs) to encourage grassroots engagement.
- **Budget Requirements:**  
Proposed projects must include a detailed budget. (Specify any budget limits or ranges, if applicable.)
- **Implementation Plan:**  
Applicants must provide a clear explanation of how the project will be implemented, including a step-by-step description of project activities.

- **Sustainability and Future Funding:**  
Proposals should address whether the project will require ongoing funding beyond the initial grant. Applicants should outline their plans for sustaining the project financially in the future.
- **Project Timeline:**  
Projects must align with Phase 1 actions and all activities must be completed by December 2026 (the federal deadline for utilizing ARP funding).
- **Engagement and Collaboration:**  
Preference will be given to projects that involve collaboration with other local organizations, stakeholders, or community members, fostering a sense of partnership and shared goals.
- **Measurable Outcomes:**  
Applicants must outline clear, measurable outcomes and indicators for success, allowing for effective evaluation of the project's impact.
- **Capacity and Experience:**  
Proposals should include information about the organization's capacity to successfully implement the project, including relevant experience and qualifications of staff.
- **Funding Leverage/Capacity Building:**  
Further consideration will be given to projects that:
  - Leverage the funds: Use the awarded money as a match for a grant or to secure additional funding.
  - Build capacity: Use the funding to hire resources (such as a CivicSpark Fellow) that can contribute more to the project's success than the current staff could achieve alone.

### **Proposed Timeline for the Community Climate Action Fund**

If approved, the implementation of the Community Climate Action Fund will follow a structured timeline designed to ensure effective resource deployment and the achievement of the Phase 1 actions outlined in the CAAP. Critically, all funds must be completed by December 2026 to comply with the federal deadline for utilizing ARP funds.

#### *Approval and Criteria Development*

- **November 18, 2024:** Present and approve updated selection criteria for the Community Climate Action Fund during the Commission meeting.

#### *Fund Approval and Proposal Solicitation*

- **December 3, 2024:** Seek final approval of the Community Climate Action Fund by the Board of Supervisors.
- **January - February 2025:** Launch the solicitation for proposals from local CBOs, schools, special districts, and other stakeholders. The solicitation period will remain open for two months, encouraging broad participation.

#### *Proposal Review and Recommendations*

- **March - April 2025:** County staff to review submitted proposals and return to the commission with a list of recommended projects for final approval.

*Contracting and Project Initiation*

- **May 2025:** Complete contracting with selected project leaders and officially commence the funded projects.

*Project Completion and Evaluation*

- **By December 2026:** All funded projects must be completed, with ongoing monitoring and evaluation of outcomes throughout the project timeline.

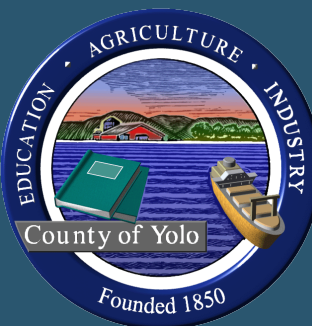
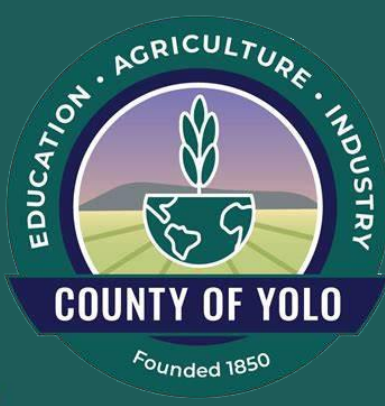
This timeline facilitates a transparent and collaborative process, ensuring that the Community Climate Action Fund effectively meets community needs while advancing Yolo County's climate action goals.

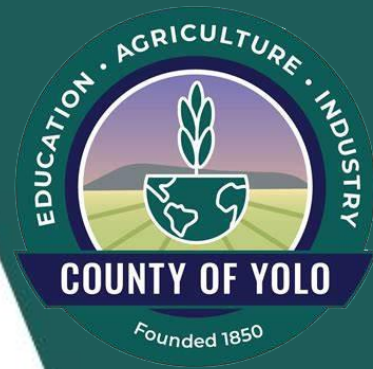
Attachment G – Presentation on Yolo County Community Climate Action Fund



# Community Climate Action Fund

Juan Ibarra  
Regional Resilience CivicSpark Fellow  
October 28, 2024





# Community Climate Action Fund

## Reason for Recommended Action

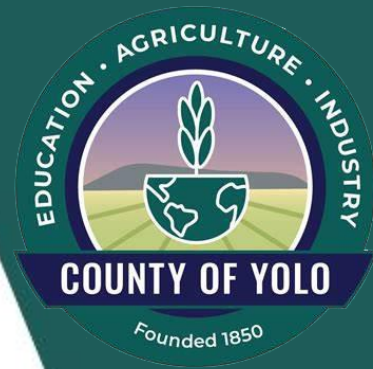
Yolo County is committed to advancing its Climate Action and Adaptation Plan (CAAP) using \$182,268 from American Rescue Plan (ARP) funds for Phase 1 implementation.

The fund aims to foster collaboration with Community-Based Organizations (CBOs), schools, and other stakeholders to align local climate resiliency efforts with CAAP goals.

Community participation is vital for success, as local organizations understand specific needs better and can lead effectively.

This fund will empower local communities to take a leading role in shaping Yolo County's sustainable future.





# Community Climate Action Fund

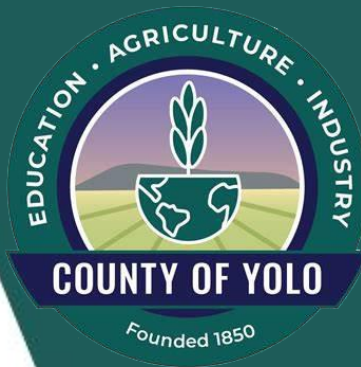
## Program Description

- Supports Phase 1 projects of Yolo County's Climate Action and Adaptation Plan (CAAP).
- Utilizes \$182,268 in American Rescue Plan (ARP) funds.
- The fund seeks to empower local organizations by providing financial support for innovative, measurable projects that align with specific CAAP actions.
- All funded projects must be completed by December 2026.

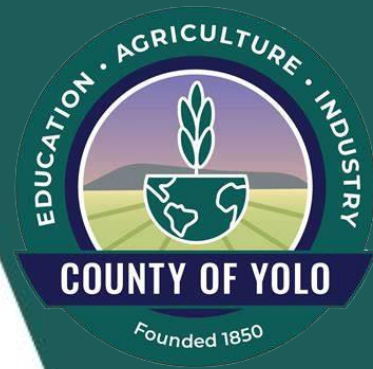


# Proposed Selection Criteria

- Alignment with CAAP Phase 1 Actions
- Geographic Focus
- Engagement and Collaboration
- Budget Requirements
- Implementation Plan and Measurable Outcomes
- Sustainability and Future Funding
- Project Timeline



# Proposed Timeline



**November 2024**

**Approval and Criteria Development**

**December 2024 –  
February 2025**

**Fund Approval and Proposal Solicitation**

**March–April 2025**

**Proposal Review and Recommendations**

**May 2025**

**Contracting and Project Initiation**

**December 2026**

**Project Completion and Evaluation**



Attachment H - Staff Report on the Future Direction of the Yolo County Climate Action Commission

# STAFF REPORT

**DATE:** October 28, 2024  
**TO:** Yolo Climate Action Commission  
**FROM:** Kristen Wraithwall, Sustainability Manager  
Julia Olsen, Administrative Analyst  
**RE:** Provide Input on Future Direction of Yolo County Climate Action Commission Following CAAP Adoption

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## RECOMMENDED ACTION

Provide input on future direction of Yolo County Climate Action Commission following Climate Action and Adaptation Plan (CAAP) adoption.

## REASON FOR RECOMMENDED ACTION

With the anticipated adoption of the Climate Action and Adaptation Plan (CAAP) in December 2024, both staff and the Yolo County Climate Action Commission (Commission) have expressed the need to discuss and define the Commission's future role in CAAP implementation, monitoring, and ongoing climate action initiatives. Furthermore, staff have received guidance from the Board of Supervisor's Subcommittee on Climate to solicit input from current Climate Action Commission members on the best Commission structure, composition, and duties to achieve CAAP implementation priorities moving forward. It is the expectation of staff that the Commission charter (*Attachment I*) will be updated and membership will be restructured to respond to the unique needs of CAAP implementation and to reflect the many lessons-learned throughout the past three years. This will be the first of many conversations on this topic.

## BACKGROUND

The Commission was established through Resolution No. 20-114 on September 29, 2020, when the Yolo County Board of Supervisors declared a climate crisis requiring urgent and inclusive mobilization while prioritizing a Just Transition. The Commission's primary duty charge, as specified in its Charter approved by the Board of Supervisors on March 22, 2022 (*Attachment I*), has been to make recommendations guided by science, data, best practices, equity, and justice to the Board on the development of the CAAP.

Since its establishment, the Commission successfully:

1. Selected, secured funding for, and began implementation of 7 Early Action Projects prior to the adoption of the CAAP.
2. Allocated \$1,000,000 in American Rescue Plan (ARP) funding to 15 projects.
3. Developed a Scope of Work for the CAAP request for proposals (RFP) and appointed Commission representatives to serve on the RFP selection committee.
4. Guided the CAAP development process from January 2023 to present.

5. Oversaw extensive community engagement including more than 75 events, workshops, and presentations and collecting more than 1,000 survey responses from community members.
6. Approved a comprehensive set of climate action and adaptation strategies, measures, and actions for inclusion in the CAAP.
7. Established implementation phasing priorities and identified priority actions to tackle in phase I of CAAP implementation.

**CURRENT MEMBERSHIP**

The Commission is currently comprised of 11 voting members (as outlined in the chart below) and 2 non-voting “ex-officio” members (the Yocha Dehe Wintun Nation and UC Davis).

Category of Membership	Number of Members	Appointment	Voting Status
Supervisory District Community Members	5	Appointed by Board of Supervisors	Yes
At-large Community Members	2	Appointed by Commission	Yes
Technical Lead (Climate Scientist/Subject Matter Expert)	1	Appointed by Board of Supervisors with staff recommendation	Yes
Climate Scientists/Subject Matter Experts	2	Appointed by Commission	Yes
Environmental Justice Lead	1	Appointed by Board of Supervisors with staff recommendation	Yes
Total	9 - 11		

**PURPOSE OF THE COMMISSION**

The language in the current Commission Charter (2022) focuses primarily on the development of the CAAP. The Purpose statement of the Charter (page 2) includes only one reference to the Commission’s role in CAAP implementation: *“Upon adoption, the Commission will advise Yolo County and the cities regarding implementation of the plan.”*

This goal statement is insufficient to guide the Commission into the next phase of CAAP implementation. Likewise, the Member Duties statement (page 4), is ambiguous about the role of Commission members in CAAP implementation.

**A PATH FORWARD FOR THE COMMISSION**

The Commission’s continued involvement will be crucial for maintaining momentum, ensuring open lines of communication with the community, and ensuring successful implementation of the CAAP’s strategies, measures, and actions. While staff strongly recommend that the Commission continue to exist, this inflection point provides the opportunity to reassess the Commission



composition, purpose, duties, and meeting structure to ensure that the Commission is set up to best support CAAP implementation moving forward.

To best solicit feedback from Commission members on this topic, staff have prepared a set of guiding questions to focus feedback on this topic:

1. How can the Commission best **leverage the community's diverse expertise** to support and strengthen sustainability initiatives during CAAP Implementation?
2. What is the appropriate **role** for the Commission when it comes to CAAP implementation?
  - a. *What are the ongoing advisory functions of the Commission? Providing recommendations on policy and program priorities? Maintaining focus on equity and Just Transition principles? Supporting engagement and education efforts?*
  - b. *What is the appropriate niche for the Commission vs. the emerging Yolo County Regional Resilience Collaborative?*
3. Given the nature of CAAP implementation—dozens of actions spanning 10 strategies occurring simultaneously—what is the appropriate **composition** of the Commission?
  - a. *Is the current membership appropriate? Are there voices missing? Should we institute flexible/revolving membership based on the projects being implemented in a given year? More non-voting advisory members? How do we want to engage community-based organizations?*
4. In an ideal scenario, how often would the Commission **meet** during implementation?
  - a. *For example, should we have a stronger emphasis on strategy-specific working groups as opposed to full-group meetings? Should we be meeting bi-monthly or quarterly instead of monthly (with the ability to call special meetings as needed)?*

## NEXT STEPS

1. October – November 2024: Staff continue to collect feedback on future structure/function of Commission.
2. November 4, 2024: Staff to discuss initial round of Commission feedback with Board Subcommittee on Climate.
3. November 18, 2024: Present consolidated feedback and high-level recommendations to Commission.
4. December 3, 2024: Share high-level feedback and recommendations with Board of Supervisors alongside CAAP adoption.
5. January – March 2025: Work with Commission to identify next-steps for updating charter and transitioning to new Commission structure.
6. Ongoing: Regular progress updates (*at meetings and through the CAAP Tracking Dashboard*) and coordination with Yolo County Regional Resilience Collaborative.

Attachment I - Yolo County Climate Action Commission Charter (2022.03.02)

# *Yolo County Climate Action Commission Charter*

*Approved by the Board of Supervisors on March 22, 2022*

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# Introduction

On September 29, 2020, the Yolo County Board of Supervisors (Board) passed a resolution (Resolution No. 20-114) declaring a climate crisis requiring an urgent and inclusive mobilization of public and private resources to initiate a just transition to an inclusive, equitable, sustainable, and resilient local economy while also supporting and advocating for regional, national, and international efforts necessary to reverse the climate, social justice, and economic crises.

The emergency resolution called for the creation of an advisory body charged with engaging the broader Yolo County community to ensure inclusivity in the development and implementation of the Yolo County Climate Action Plan (CAP). The advisory body would include representation from vulnerable, marginalized, and underrepresented communities, from cities and other appropriate jurisdictions, from community organizations and from experts in the field of climate change.

This document provides the purpose, structure, and protocols for the advisory body, hereafter referred to as the Yolo County Climate Action Commission (Commission).

# Purpose

The Commission’s charge is set forth in Board of Supervisors (Board) Resolution No. 20-114 (Attachment A) as well as the Board May 4<sup>th</sup>, 2021 [staff report on the Commission](#). As specified in the emergency resolution, the Commission’s primary purpose is to make recommendations guided by science, data, best practices, equity, and justice to the Board on the development and implementation of the Yolo County CAP. The CAP will include actionable County strategies to both mitigate climate change through reduced greenhouse gas emissions and help protect the County’s residents and natural resources from the increasing likelihood of significant climate change impacts. The Commission will research, identify, analyze, prioritize, and promote policies, projects, and programs which advance the goals contained in the September 2020 resolution, which sets a countywide target for obtaining a carbon negative (climate-positive) footprint by 2030. The Commission shall deliver their recommendations for consideration in the draft CAP in a report to the Board of Supervisors by the December 2022 Commission meeting, which is approximately one year after the Board of Supervisors adopted the Commission charter. The Commission will also provide comments on the draft CAP. Upon adoption, the Commission will advise Yolo County and the cities regarding implementation of the plan. The Commission scope does not include review of the climate impacts of development projects.

# Membership

The Commission shall have nine to eleven voting members. The Commission has a finite limit on its voting members but does not include a membership limit for non-voting members that will

participate in the development of the new CAP. Commission members will serve a minimum two-year term with a three-term limit. Commission officers will be responsible for administering and coordinating the Commission.

The Commission will receive support from County staff and the Board Subcommittee on Climate, who will serve as non-voting liaisons between the Commission and the Board. Additionally, one ex-officio non-voting representative from the University of California, Davis and one representative from the Yocha Dehe Wintun Nation will serve on the Commission. The Board may add additional ex-officio members at their discretion, including as a result of a Commission recommendation.

## Member Selection

The Board appoints seven members, as shown in the table below. The five appointed supervisorial district community members and two Board appointed leads appoint the two at-large community members. The nine Commission members may appoint up to two additional climate scientists/subject matter experts. The Board or the Commission will also fill vacancies consistent with the process outlined in the table. Any member of the Commission, including Commission-appointed members, may be removed by majority vote of the Board of Supervisors in its sole discretion.

<b>Category of membership</b>	<b>Number of members</b>	<b>Appointment</b>	<b>Voting status</b>
Supervisorial District Community Members	5	Appointed by Board of Supervisors	Yes
At-large Community Members	2	Appointed by Commission	Yes
Technical Lead (Climate Scientist/Subject Matter Expert)	1	Appointed by Board of Supervisors with staff recommendation	Yes
Climate Scientists/Subject Matter Experts	2	Appointed by Commission	Yes
Environmental Justice Lead	1	Appointed by Board of Supervisors with staff recommendation	Yes
Total	9 - 11		

## Member Duties

Commission members are volunteers who represent Yolo County's diversity and the landscape of community-based organizations working across the County. The Commission seated in 2021 recommended the Charter for approval by the Board and future Commissions may recommend updates to the Charter by a two thirds majority vote at any time. Members shall actively participate in the work of the Commission, and will be responsible for making recommendations to the Board to update and implement Yolo County's CAP. The specific duties of Commission members include:

- Attend regular or ad-hoc Commission meetings as prescribed;
- Participate in at least one Working Group;
- Facilitate cooperation, communication, and active engagement of County stakeholders and institutional partners;
- Conduct research and develop proposals to inform the Yolo County CAP;
- Advise the County in setting policy and program priorities;
- Inform the development of metrics to measure the effectiveness of Yolo County CAP strategies and, upon request, help assess the impact of plans and projects against those metrics;
- Advocate for policies and programs at the state and federal level consistent with the County's goals;
- Elevate the visibility of the CAP through community outreach and engagement;

## Member Resignation

Commission members are expected to serve their entire two-year term. Commission members who wish to resign before their term ends shall communicate their intention to resign to County Staff, the Commission Chair, and the Clerk of the Board in writing. When a vacancy occurs, the Chair of the Commission and/or County staff will work to appoint a new Commission member per the member selection process described above. The Chair of the Commission will send a letter to any Commission member who is absent without reasonable cause from three successive meetings informing the member they have automatically resigned their seat. The Chair of the Commission and/or County staff will work to appoint a new Commission member per the member selection process described above.

## Officers

The Commission officers are the Chair and Vice Chair. Officers serve one-year terms. Voting commission members will select a Chair and Vice Chair by a majority vote. All officer appointments shall take place at the last meeting of the calendar year.

The **Chair** shall:

- Facilitate Commission meetings, including call to order, roll calls, approval of minutes, and handling motions;
- Set Commission agendas in coordination with other officers, County staff, and Board Subcommittee on Climate;
- Help guide and mediate Commission actions with respect to Commission and the County's priorities;
- Appoint working group leads in consultation with other Commission members;
- Respond to recommendations and reports submitted to the Commission in coordination with Vice Chair.

The **Vice Chair** shall:

- Co-facilitate Commission meetings with the Chair as needed and perform Chair responsibilities when the Chair is not available;
- Assist in guiding and mediating Commission actions with respect to program priorities and governance concerns;
- Provide full support as needed to the Chair to efficiently fulfill Chair responsibilities
- Perform any other duties as may be prescribed by the Commission.

## Commission Meetings

Meetings of the Commission shall be publicly noticed, open to the public and adhere to all the provisions as set forth in the Ralph M. Brown Act (Government Code Section 54950 et. seq.). Each Commission member is required to complete Brown Act training provided by Yolo County.

### Regular Meetings

The Commission will hold regular meetings a minimum of six times per year. The Chair decides, in consultation with the Vice Chair and County staff, if more frequent meetings are needed. County staff will provide Commission members with at least a 15-day notice (and more commonly 30 days) of upcoming meetings. The public shall be notified of Commission meetings according to applicable law and County procedures. Meetings may be conducted by video or teleconference, as authorized by law.

### Special Meetings

Special meetings of the Commission may be held at any time upon the call of the Chair, the Vice Chair, or any quorum of the Commission. Notice of special meetings shall be in accordance with applicable law and County procedures.

## Quorum

A majority of Commission members shall constitute a quorum for the conduct of Commission business. The Commission Chair shall be counted for the purpose of determining a quorum. A quorum must exist for any decisions or votes made or undertaken by the Commission. Should a quorum not exist, the Chair may, in the Chair's discretion, reflect in the meeting minutes any general discussion and any consensus of the Commission members present at the meeting.

## Minutes

To reduce the administrative burden for Commission members, County staff are responsible for taking and distributing meeting minutes. Meeting minutes will include a summary of action items and decisions made by the Commission. County staff shall email Commissioners a draft of the minutes two weeks after each meeting. Commissioners shall review the draft minutes and send any requested correction to County staff before the subsequent meeting. Staff shall prepare a final draft of the minutes for Commission consideration and approval at subsequent Commission meetings. Following Commission approval of the meeting minutes, County staff shall post them on the Commission website.

## Recommendations and Decision-making

The Commission is established to enhance the strategic planning and effectiveness of Yolo County's CAP by providing recommendations and action proposals to the Board regarding the CAP. The Commission will adhere to a simple majority of those present model of decision-making. The final recommendation will be entered into the formal record of the discussion and formal recommendations on the CAP will be submitted in writing to the Board.

## Conduct of Business

The business of the Commission shall be in accordance with the following provisions:

1. **Rosenberg's Rules of Order.** Commission meetings shall be governed by the Rosenberg's Rules of Order to the extent they are consistent with laws, County and Commission charter, and applicable County policies and procedures.
2. **Suspension of Rules.** Rules and procedures may be suspended by two thirds vote of the Commission members present. Only discussion may occur during suspension of rules. Rules must be reinstated prior to the Commission taking a formal action.
3. **Voting, Motions and Recording.** Voting on any matter shall be by voice vote. Upon request of any Commission member, the Chair shall repeat the motion and name the mover and the seconder immediately preceding a vote by the Commission. There shall be no voting by proxy and each member, and the Chair shall be entitled to only one vote on any issue. Commission members shall personally participate in Commission



meetings. Discussion and voting by electronic or other remote means is not permitted outside of Commission meetings, other than through participation via video- or teleconference, as noticed on the agenda and authorized by law.

## Public Participation

All Commission meetings shall be open to the public and shall be held in locations that are accessible to the public per the Brown Act. Public comment shall be accepted for each substantive agenda item, and the Chair may, subject to challenge by a majority of the members, impose reasonable limitations on public discussion on any agenda item. Public participation at a Commission meeting relative to specific agenda items should, to the extent possible, present new information not previously made available to the public. A speaker time limit may be enforced at the discretion of the Chair.

## Working Groups

The May 2021 Yolo County Board staff report proposed a working group structure to support the work of the Commission. As described in that report, County staff envision the Commission will require its members to further action items between meetings and to report back on any progress at regularly scheduled Commission meetings. Staff intend to use working group meetings to facilitate conversations between the Commission and other agencies involved in matters related to climate change and sustainability, and to report on actions that Yolo County departments have planned or are currently involved in.

The process for creation, structure, and responsibilities of members of Commission working groups is described below.

## Working Group Creation

- The Commission may establish ad hoc working groups focused on selected topics to advance the goals set forth by Resolution No. 20-114 at a regularly scheduled meeting.
- The Commission may ask community members with expertise in a particular area to join the working groups, including community members who applied to the Commission.
- One Commission member will serve as the Commission liaison for each working group and will be responsible for selecting members to serve on the working group, with concurrence from County staff and the Commission.
- The Commission liaison for each working group will ensure the appropriate level of expertise for each working group, either through the development of an application, and interview process, or other means of determining appropriate expertise to serve on the working group.

## Working Group Members & Structure

- Yolo County staff will coordinate working group meetings, including development of agendas, materials, and meeting summaries. Yolo County staff also will follow up on action items.
- One Commission member must serve as the Commission liaison of each working group and be in attendance for each working group meeting. If they cannot attend, they must designate another Commission member to attend in their absence.
- Each working group will have a Chair responsible for coordinating meetings and agendas with County staff.
- Each working group will consist of no more than six members.
- Working groups will meet as needed.

## Working Group Responsibilities

- Working groups will review each sector and recommend strategies and actions to advance and ensure consistency with Resolution No. 20-114 regarding the Climate Commission and updated Climate Action Plan and the existing Yolo County Climate Action Plan and develop realistic timelines for implementation.
- Commission working group liaisons are responsible for submitting findings and recommendations to County staff and the Commission in a written report.
- County staff may recommend revisions to working group strategies and actions to ensure the County can implement the proposals efficiently and effectively.
- Commission liaisons are responsible for reporting back on the progress of their working group at regularly scheduled Commission meetings.

## Conflict of Interest

Commission members are expected to devote their best efforts to the interests of Yolo County. Since the Commission is advisory in nature and does not make decisions for Yolo County, Commission members are not likely to encounter a financial conflict of interest. Yolo County recognizes all Commission members, as is expected and encouraged, work for external organizations. However, to avoid the appearance of a conflict of interest, during Commission meetings, Commission members are expected to disclose any business dealings or personal interests which may be affected by the agenda item being considered by the Commission.

## Charter Amendments

The original Charter and all subsequent amendments must be approved by the Board of Supervisors. Amendments initiated by any Board member do not require a recommendation by the Commission. Amendments to this Charter proposed by the Commission must be

recommended for approval to the Board of Supervisors by a two thirds majority vote of Commission members present at the Commission meeting where approval is sought.