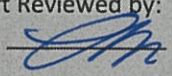


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT

**Meeting Date:** April 16, 2019  
**To:** Honorable Mayor and City Councilmembers  
**From:** City Administration  
**Subject:** Receipt of Notification of Opening for a City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives and Authorize Staff to Begin Recruitment Process  
Current Member Steve Pierce – Term Expires: June 30, 2019  
**Recommendation :** That the Mayor and City Council Accept the Report and Authorize Staff to Begin the Recruitment Process  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost:  
Amount: \$

**INTRODUCTION:** This item is to request that the City Council Receive the Notification of Opening for a City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives and Authorize Staff to Begin Recruitment Process.

**BACKGROUND:**  
At the December 12, 2016 Sonoma County Transportation Authority (SCTA)/Regional Climate Protection Agency (RCPA) Meeting, the Board of Directors, in response to SCTA/RCPA staff’s request, established a Climate Action Advisory Committee to provide expert citizen input on implementation of the climate action initiatives. This committee meets quarterly.

**DISCUSSION:**  
On January 3, 2017, the City of Sebastopol authorized City staff to notice the openings on the SCTA/RCPA Climate Action Advisory Committee. At the meeting of January 17, 2017, City Council approved Bill Mattinson and Steven Pierce as the City of Sebastopol representatives and Brian Wallace as Alternate. Bill Mattinson was approved for a one-year term and was re-appointed in 2018 for an additional two-year term. Steven Pierce’s term ending date is June 30, 2019. The alternate position has no specific term ending date.

The item tonight is to notice the vacancy for a two-year term (June 2019 through June 2021).

**RECOMMENDATION:**

Staff recommends that the City Council Receive the Notification of Opening for a City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives and Authorize Staff to Begin Recruitment Process.

**Attachment:**

Information from SCTA/RCPA

**Regional Climate Protection Authority -  
Climate Action Advisory Committee Nomination Form**

RCPA Board Member Name: \_\_\_\_\_

NOMINEE INFORMATION

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_

What is the main area or sector of interest concerning climate action? (Please check one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agriculture           | <input type="checkbox"/> Environmental          | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> Building/Construction | <input type="checkbox"/> Environmental Justice  | <input type="checkbox"/> Tourism        |
| <input type="checkbox"/> Business              | <input type="checkbox"/> Health                 | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Community Non-profits | <input type="checkbox"/> Open Space             | <input type="checkbox"/> Viticulture    |
| <input type="checkbox"/> Economic Development  | <input checked="" type="checkbox"/> Real estate | <input type="checkbox"/> Waste          |
| <input type="checkbox"/> Education             | <input type="checkbox"/> Renewable Energy       | <input type="checkbox"/> Water          |
|  |   | <input type="checkbox"/> Other _____    |

Description of the organizations and individuals within the community with whom the nominee will communicate and disseminate information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Time Commitment

Please check here to indicate that the nominee has read the CAAC charter and understands that membership on the CAAC will require participation in four quarterly meetings each year, and that these meetings will last approximately 2 hours each, with some time required for preparation and follow-up.

**Return nominations by January 31, 2017:**  
E-mail: carolyn.glanton@rcpa.ca.gov -  
Or in person/mail:  
Regional Climate Protection Authority 490  
Mendocino Ave # 206  
Santa Rosa, CA 95401

## **RCPA Climate Action Advisory Committee**

The following is a description of the roles and responsibilities of the Climate Action Advisory Committee (CAAC) and guidelines for how meetings will be conducted.

### **Purpose**

The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff and project consultants during the development and implementation of climate action programs. The CAAC will not take official votes or make direct recommendations to any hearing body.

### **Composition**

The CAAC consists of stakeholders selected by the RCPA Board of Directors, to represent a diversity of viewpoints and areas of technical expertise from each jurisdiction. Three representatives from each city and two representatives from each County supervisorial district will be chosen by the RCPA Board members based on their respective jurisdictions. The RCPA Board may also extend invitations to additional stakeholders to contribute perspectives not represented by other members, in order to ensure adequately diverse sector representation. None of the members will hold public elective office on a governing board of any city or the County. Representatives are to have the following qualifications:

- General understanding of the goals and objectives of RCPA
- General understanding of climate change policy matters as they relate to local government, planning and project implementation
- Community leadership and ability to represent the sentiment of the community you live in or sector you represent

Sectors sought for representation in the Advisory Group include:

Renewable Energy	Environmental	Economic Development
Agriculture	Transportation	Education
Viticulture	Social Justice	Open Space
Business	Environmental Justice	Waste
Community Non-profits	Real estate	Water
	Health	Building Efficiency

### **Duration**

The CAAC appointments will be for two years. If an appointee is unable to serve the full term, the Director shall identify a replacement who will serve through the end of the original term. CAAC appointments will be renewed every two years. When a new Director is seated he or she will have the opportunity to confirm or replace the CAAC member.

### **Meetings**

A total of four CAAC meetings will be held each year. Meetings will generally last for two hours including presentations, comments and questions/answer.

Each meeting will include, but not be limited to, presentation on:

1. Current RCPA projects and programs
2. Future RCPA project and program opportunities

### 3. Community based efforts (reports from CAAC members)

Meetings will be focused on CAAC members; however, they will be open to public. Because of the limited time available for each meeting, and the nature of the CAAC process, members of the public will be able to provide comments at the end of the meeting. A time limit will be imposed on each speaker during the public comment period.

RCPA staff will be responsible for running CAAC meetings.

The meetings of the CAAC are subject to the Ralph M. Brown Act, and therefore subject to the Act's notice and posting requirements. Following each meeting, minutes will be created by staff and posted to the RCPA website.

#### **Expectations of CAAC Members**

Primary role:

Work with staff to develop and implement greenhouse gas reduction programs and measures in Sonoma County communities.

Anticipated activities will include:

- Reviewing and considering materials, proposals, ideas and concepts introduced to them by RCPA and jurisdiction staff
- Engaging in constructive discussion with CAAC members and staff about challenges and opportunities in the implementation of climate action measures
- Fostering communication outside of the CAAC regarding progress and outcomes of RCPA initiatives; particularly as they relate to a member's jurisdiction or sector

#### **Communication with Staff and Consultants**

Outside of CAAC meetings, RCPA staff will serve as the CAAC liaisons and primary contacts for members. All CAAC member questions, comments, and other correspondence should be directed to RCPA staff. Correspondence from members requiring consultant response or clarification for specific jurisdictions will be forwarded to the appropriate contact through RCPA staff.

**CAAC Member Contact List**

Jurisdiction	Director	Nominees	Term Ends	Organization	Main Sector of Interest
Cloverdale	Bagby	Jane Elias	6/30/2020	County of Sonoma, Energy and Sustainability Division	Environmental
		Bob Cox	6/30/2019	Former Director: SCP, SCWMA, Russian River Watershed Association	Waste
Cotati	Landman	Carl Mears	6/30/2020	Center for Climate Protection (Board Member), Remote Sensing Systems (Sr. Climate Scientist)	Transportation
		VACANCY	6/30/2019		
Healdsburg	Naujokas	Hal Hinkle	6/30/2020	Sei Quierce Vineyards/Geyserville Green/BamCore LLC	Building/Construction, Viticulture (many others)
		Merrilyn Joyce	6/30/2019	Healdsburg Citizens for Sustainable Solutions	Wastewater/Renewable Energy/Environmental
Petaluma	Miller	Valerie Quinto	6/30/2020	Sonoma Resource Conservation District	Agriculture/Environmental I/Water
		Sheldon Gen	6/30/2019	Dept of Public Administration, SFSU	Environmental Justice/Education/Other
Rohnert Park	Callinan	Paul Libeu	6/30/2020	Marin-Sonoma Mosquito and Vector Control District Board	Health/Environmental
		Susan Haydon	6/30/2019	City of RP Planning Commission (Chair), SCWA	Water/Open Space
Santa Rosa	Rogers	Kevin Conway	6/30/2020	Friends of SMART	Renewable Energy
		Steve Birdlebough	6/30/2019	Sonoma County Transportation and Land Use Coalition	Environmental
Sebastopol	Gurney	Bill Mattinson	6/30/2020	Energy Consultant, Retired	Other
		Steven Pierce	6/30/2019	-	Renewable Energy
		Brian Wallace	Alternate	LACO Associates	Water
Sonoma	Harvey	Matt Metzler	6/30/2020	Sonoma Community Services and Environment Commission	Environmental
		Laurie Kaiser Gallian	6/30/2019	-	Transportation
Town of Windsor	Salmon	Mitch Conner	6/30/2020	Archilogix	Building/Construction
		Christopher Peck	6/30/2019	Natural Investments LLC	Business
County of Sonoma	Gorin	Tom Conlon	6/30/2019	GeoPraxis, Inc., Transition Sonoma Valley Board	Transportation
		Ken Wells	6/30/2020	AB939 Local Task Force	Waste
County of Sonoma	Rabbitt	Adrienne Pettit	6/30/2020	Community Action Partnership	Community NonProfits
		Amy Rider	6/30/2019	Archamy Consulting	Building Construction/Education
County of Sonoma	Zane	Sastra McGinley	6/30/2020	SSU Student	Water
		Kerry Fugett	6/30/2019	Daily Acts	Environmental