**CITY OF NEWARK**
**DELAWARE**
**CONSERVATION ADVISORY COMMISSION**
**MINUTES**

December 8, 2020

**MEETING CONVENED:** 7:04 p.m. GoToMeeting

**MEMBERS PRESENT:** Chair George Irvine, Beth Chajes, MaryClare Matsumoto, Helga Huntley, Sheila Smith, Robyn O'Halloran

**ABSENT:** Bob McDowell

**STAFF**: Nichol Scheld, Administrative Professional I

Dr. Irvine called the meeting to order at 7:00 p.m.

## 1. APPROVAL OF MINUTES FROM NOVEMBER 10, 2020:

MOTION BY MS. MATSUMOTO, SECONDED BY MS. SMITH: TO APPROVE THE NOVEMBER 10, 2020 MINUTES.

MOTION PASSED: 6 – 0.

AYE: Irvine, Smith, Matsumoto, Huntley, Chajes, O'Halloran.
NAY: 0.
ABSENT: McDowell.

## 2. PUBLIC COMMENT:

Andrew O'Donnell, District 3, said that City Manager Tom Coleman previously stated that the City would offer 100% renewable energy sometime in January 2021. He had no new information and hoped the website would be updated. Dr. Irvine was excited that the option would be made available to residents and confirmed he would sign up. Mr. O'Donnell thought the program would be the single, easiest, and most effective way to cut carbon. Dr. Huntley asked if the program was part of the budget negotiations or discussions and Mr. O'Donnell explained there was no budget aspect to the program. Dr. Huntley recalled discussions during budget hearings that suggested the City should purchase a certain level of renewable energy, but Council was not willing to pay extra and chose to offer the opportunity to residents. She asked if the discussion was included in the most recent round of budget hearings and Mr. O'Donnell was unaware that anything had changed and noted the pandemic was in the forefront. Dr. Huntley wanted the CAC to advertise the program once it was available. Ms. Smith suggested the topic be addressed in an article and Mr. O'Donnell offered to write the article. Dr. Irvine offered to co-author the article. Mr. O'Donnell explained that the program added $5 to a resident's monthly electric bill for 100% renewable energy.

## 3. CHAIR AND CO-CHAIR ELECTION

Dr. Irvine explained that the by-laws dictated that the Commission held elections in December for the chair and co-chair positions and asked that volunteers step forward. He continued that he was unable to serve as chair because of personal commitments. He was a firm believer that renewal of leadership was important for any organization and noted that he had been chair since 2015 and would still serve as a commissioner.

Dr. Huntley asked if any members knew if Mr. McDowell was interested in serving as chair. Dr. Irvine replied that Mr. McDowell was happy to serve as co-chair but was not prepared to serve as chair. Ms. Scheld informed the members that Mr. McDowell sent an email that day stating that he was scheduled to be part of a professional development class for the next six months but was attempting to get the class rescheduled. Dr. Irvine thought it was important that the chair and co-chair be available for meetings.

Ms. O'Halloran asked for a list of the responsibilities for each position. Dr. Irvine replied that the chair set the agenda with Ms. Scheld a week in advance for public posting requirements. He continued that the chair also served as the principal point of contact for the CAC and decided how the CAC used its time and focused on priorities. He defined the co-chair as an understudy to the chair who would preside at the meeting if the chair were unable to attend, performed administrative work such as monitoring the Dropbox, and could serve as a point of contact. Dr. Huntley asked Ms. O'Halloran if she were interested in serving as chair and Ms. O'Halloran said she would feel more comfortable serving as co-chair. Dr. Irvine added that the chair and co-chair would present recommendations to Council unless another CAC member had special knowledge of the information. He thanked Ms. O'Halloran for putting herself forward as co-chair.

Dr. Irvine nominated Dr. Huntley to serve as chair and complimented her on her memory, commitment, and drive. He acknowledged Dr. Huntley's gift of understanding how and when to put propositions forward. Ms. Matsumoto seconded Dr. Irvine's nomination. Dr. Huntley appreciated the nomination but explained that she was not able to serve as chair given her current commitments. She stated that she would continue to serve as a CAC member but did not think she had sufficient time to serve as chair.

Dr. Huntley asked Ms. Smith if she would serve and Ms. Smith was not confident that she had a broad enough grasp of the topics and thought she was narrow in her expertise but offered to chair for a year. Ms. Smith asked how the current positions would be filled and Dr. Irvine replied there was a process to ensuring equitable access to the City's Boards and Commissions so all citizens could be represented. Ms. Smith wanted to discuss how the open seats would be filled. Dr. Irvine thought the point was valid and noted it was easier to have a quorum with more members and wanted to have adequate representation on the Commission. Ms. Smith asked who served as the District 2 Councilmember and Ms. Chajes answered Sharon Hughes. Ms. Chajes was considering her own dedication because she had extensive personal commitments as well. Ms. Smith asked Ms. Chajes if she was in District 2. Ms. Chajes confirmed but explained that she was the Mayoral appointment. Ms. Scheld informed that John Wessells had served as the District 2 appointment. Dr. Irvine believed that Ms. Bensley would speak to Ms. Hughes about the vacancy and noted that he had been contacted by Councilman Lawhorn to determine his interest in remaining a CAC member.

Dr. Irvine asked Ms. Matsumoto if she was interested in serving as chair but she was more comfortable in a support role. Ms. Smith offered to serve as chair for a year and Ms. O'Halloran also offered but said she would require instruction at the beginning and felt she would be a better co-chair. Dr. Irvine agreed there was an advantage of having a co-chair become chair but thought it was feasible that Ms. O'Halloran could serve as chair immediately. Dr. Huntley asked if Mr. McDowell was willing to remain co-chair and Dr. Irvine was unsure. He thought the CAC could argue that there was not sufficient membership to determine the elections and admitted the by-laws were unclear so the topic could be tabled until January in an attempt to get greater clarity on Mr. McDowell's ability to serve. He stated that if Mr. McDowell were unable to participate for six months, the CAC would suffer a great loss. Ms. Smith offered to serve for a year.

MOTION BY DR. IRVINE: THAT SHEILA SMITH SERVE AS THE CHAIR OF THE CONSERVATION ADVISORY COMMISSION FOR 2021 UNTIL THE NEXT ELECTION IN DECEMBER 2021.

MOTION PASSED: 6 – 0.

AYE: Irvine, Smith, Matsumoto, Huntley, Chajes, O'Halloran.
NAY: 0.
ABSENT: McDowell.

MOTION BY DR. IRVINE: THAT ROBYN O'HALLORAN SERVE AS CO-CHAIR OF THE CONSERVATION ADVISORY COMMISSION FOR 2021 UNTIL THE NEXT ELECTION IN DECEMBER 2021.

MOTION PASSED: 6 – 0.

AYE: Irvine, Smith, Matsumoto, Huntley, Chajes, O'Halloran.
NAY: 0.
ABSENT: McDowell.

**4. <u>ANNUAL REPORT</u>**

Dr. Irvine informed that he would draft the report, but he would need input from the members. He reminded that the sections of the report had been assigned in November and he requested that they be submitted to him by the end of the year. Ms. Smith asked if everyone was aware of their sections and Dr. Huntley did not recall receiving an assignment. Dr. Irvine asked that Ms. Smith complete the section on the monthly conservation article and include the topics covered and include any feedback received by Josh Shannon of the Newark Post. He asked that Dr. Huntley complete the section on the Sustainability Plan finalization and how the CAC contributed to the effort. Ms. Smith added that the CAC recommended the Green Building Code and Ms. Matsumoto noted the CAC also recommended the tree ordinance. Ms. Smith pointed out that tree ordinance was not part of the Sustainability Plan but was tied to the green infrastructure portion of the Sustainability Plan. Dr. Huntley asked for the official name of the task force and Ms. Smith replied it was the Landscape Ordinance Revision regarding tree mitigation.

Dr. Irvine explained that his process for writing the annual report was that he reviewed the minutes to determine the CAC's recommendations. He then used the recommendations to go into more detail on the CAC's efforts. He said that he would structure the report to explain how the recommendations tied into the Sustainability Plan. Dr. Huntley asked if Dr. Irvine intended to restructure the report as contributions towards the Sustainability Plan. Dr. Irvine said that he would highlight where the recommendations advanced parts of the Sustainability Plan. Dr. Huntley asked for clarification on her portion of the annual report and Dr. Irvine replied that Dr. Huntley and Ms. Smith were part of the Sustainability Planning Committee and to bring the Plan to final fruition. Ms. Smith pointed that the Committee last met in November 2019 and Dr. Irvine told Dr. Huntley she was not required to write the section. Ms. Smith suggested that Dr. Huntley write a report on what the CAC had done to specifically address the charge of overseeing the Sustainability Plan, including the Green Building Code. Dr. Huntley confirmed.

Dr. Irvine asked Ms. Matsumoto on which topics she had focused. Ms. Matsumoto said that she followed up on the trees in Redd Park and reported that two of the protective devices were gone but the smaller plants the CAC planted were thriving. Ms. Smith pointed that Ms. Matsumoto concentrated on planning reports and Ms. Matsumoto agreed but did not think she could include her actions because they were for specific issues. She did think there were some ways the CAC could make a significant recommendation because the issues were included in the Sustainability Plan. She offered to review the minutes and highlight the accomplishments for Dr. Irvine and he agreed.

Ms. Chajes thought her biggest contributions for the year were with the Conservation Corner and recent actions regarding how to distribute the straw flyers. Dr. Irvine agreed and informed Ms. Chajes that Council preferred to read the report in an executive summary format.

Dr. Huntley asked for a deadline for the submissions and Dr. Irvine said that December 18th was ideal, but December 27th would also work so the annual report would be to Council no later than February. Dr. Irvine asked Ms. Matsumoto to review the minutes in chronological order and determine the CAC's 2020 contributions. Ms. Matsumoto said she would have the list completed by Christmas. Dr. Irvine would add a preamble indicating the CAC was unable to complete certain goals due to the pandemic. Ms. Smith reminded that the CAC had persisted on the issue of plastics, wrote monthly articles, and supported the Green Building Code. She admitted the Commission had not made much progress on anti-idling, aside from Ms. O'Halloran's presentation, but they had completed the plantings at Curtis Mill. Dr. Huntley suggested that Ms. Smith's submission include the Curtis Mill planting and she agreed.

## 5. CURTIS MILL PLANTING UPDATE – SHEILA SMITH

Ms. Smith asked Ms. Scheld to display pictures taken at the planting site and informed that Ms. Matsumoto and her husband, Roger, also helped plant. She continued that she was unable to follow the original plan but had planted five shrubs and four trees. She explained that the areas were clearly and thickly mulched over a paper barrier. The group planted pussy willow and viburnum prunifolium (black haw) which were beneficial plants for insects and birds. The group also planted a bed of wildflowers and grasses, which would take two years to mature, and two river birch trees. She explained that Public Works and Water Resources Director Tim Filasky supplied composted leaf mulch. She hoped to keep invasive species out of the planted area and intended to add wildflower seeds and grasses later. She continued that the group also planted two shrubs and a tree on another side of the pond to provide shade for guests who fished. She concluded that there were 30 small plants and nine large plantings, and she was enthusiastic to see the progress in spring. She reminded the focus was on keystone plants that supported insects, nesting birds, butterflies, and moths. She emphasized that the birches and willows provided better habitats for birds and City staff would have reduced mowing in the area which would reduce greenhouse gases. She welcomed any native planting contributions to add to the area.

Dr. Irvine congratulated Ms. Smith on the accomplishment. Ms. Matsumoto credited Ms. Smith with all of the leg work and volunteered to help with the subsequent mulching. Ms. Smith thanked Ms. and Mr. Matsumoto for their assistance and thanked the CAC for its support. Dr. Irvine reiterated that Ms. Smith should author the submission for the annual report to show Council that the Commission led the effort to benefit the City. Ms. Smith also credited Mr. Filasky and staff for their assistance.

## 6. STRAW FLYER DISTRIBUTION PLAN – CAC MEMBERS

Ms. Chajes explained that she was tasked with filling out a template spreadsheet from Dr. Huntley and noted there were 84 restaurants on the distribution list and three were in progress of opening. She received a list of Main Street area restaurants from The Newark Partnership (TNP), but it was compiled prior to the pandemic and needed to be updated. She walked around the City to verify which restaurants were still in business and which ones were set to open. She covered the area from the east end at McDonald's to Suburban Plaza, between Cleveland and Delaware Avenues with some of the side streets but did not go into the shopping centers or various places near the highway. She filled the list in with addresses and phone numbers via an internet search and planned to visit each website to retrieve email addresses. She believed the CAC wanted to email a survey and asked for verification. Dr. Huntley recalled that TNP had offered to distribute a survey on the CAC's behalf and she suggested that Ms. Chajes allow the distribution through the TNP before searching for email addresses. Ms. Chajes asked if all restaurants were on the list and Dr. Huntley did not believe the list was comprehensive but thought any responses would save the labor of tracking down the addresses.

Dr. Irvine thanked Ms. Chajes for her work and shared that he had a conversation with Dan Rich of TNP. Dr. Irvine informed Mr. Rich that the CAC and City staff were limited in their ability to promote the straw resolution and Mr. Rich assured Dr. Irvine that TNP was committed and interested in the Sustainability Plan and Mr. Rich wanted to help promote the CAC's message through TNP. Ms. Chajes asked if TNP had meetings so the CAC could attend, and Dr. Irvine confirmed that each organization could present to the other and continued that he presented to TNP's board meeting for the Osher Lifelong Learning Institute. He described the group as business, non-profit, and UD representatives. Dr. Irvine believed that TNP would be happy to join the CAC's efforts to spread information about the straw resolution. Ms. Smith suggested dividing the non-TNP restaurants amongst the CAC members and Ms. Chajes agreed it would be helpful and explained that the spreadsheet would serve as a record of contact. Ms. Chajes asked who had access to the spreadsheet and Dr. Huntley replied that the document was created so anyone with the link could have access but stressed that it should not be made public. Ms. Chajes asked when Mr. Rich would be available, and Dr. Irvine offered to invite Mr. Rich to the January meeting.

Dr. Huntley suggested drafting a straw initiative survey with a series of four or five questions for each restaurant to answer and sending it to TNP prior to Mr. Rich's presentation. Ms. Smith asked if the survey would include estimated annual costs for straws so the participants could gauge savings with the initiative and the CAC could use the responses for data collection. Ms. Chajes supported the suggestion and wanted to include the question on the initial survey to establish a baseline. Dr. Huntley pointed that 2020 was not the best year to use as a baseline but hoped that restaurants had data from 2019. Dr. Irvine noted the formation of the question would be important to establish the amount spent on straws prior to the pandemic and suggested a range of amounts to choose from so restaurants did not need to provide specifics. He suggested the survey be sufficient for baseline data and to continue longitudinal data but agreed it was not the best time for restaurants due to the financial pressure from COVID. Ms. Chajes shared that she was heartened that there were not more closed restaurants and hoped more would survive. Dr. Irvine thanked Ms. Chajes for starting the effort and agreed with Dr. Huntley that the discussion with Mr. Rich would be centered on how to create a partnership between the CAC and TNP. He added that Mr. Rich had a bigger grant application to a company that invested in environmental education where it did business and the CAC could be part of the application.

Ms. Matsumoto contacted the Newark Library about their willingness to distribute bookmarks about the straw resolution. She indicated there were 400 cars weekly, about 90 per day on average, and said that the Library would be happy to temporarily distribute the bookmarks with pickups. She asked for next steps in ordering the bookmarks and the group discussed appropriate sizes. Ms. Chajes explained that different sizes meant the aspect ratio of the original flyer would change. Ms. Smith noted the graphics and artwork were completed and Dr. Irvine clarified that the graphics were completed for the original intent of the flyer but recalled the Communications Office offered to redesign the flyer for a bookmark format. Ms. Matsumoto offered to reach out to Jayme Gravell, Chief Communications Officer to address reformatting and Dr. Irvine noted the stock needed to be thicker. He estimated the CAC would need 450 sheets of paper because each would be quartered for bookmarks. Ms. Matsumoto shared that the library would distribute the bookmarks until they were gone and suggested ordering 1,000. Dr. Huntley informed that the library loaned items for three weeks. Ms. Matsumoto shared that that she got the idea from the League of Women Voters who shared election information on bookmarks through the library. Ms. O'Halloran suggested that extras be ordered to distribute during Community Day. Ms. Smith asked if the bookmarks would be in addition to the original format and Ms. Chajes confirmed and reminded that CAC wanted to survey the restaurants to determine how many and what size would be needed. Ms. Smith asked if the bookmarks should be ordered and Dr. Irvine informed that the CAC had to authorize spending from the discretionary fund first. Ms. Scheld displayed the Vistaprint page for sizes, quantity, and pricing. Dr. Huntley noted 1,000 bookmarks cost around $300 and suggested approving an expenditure of $400 to be spent on printing 1,000 bookmarks for the Newark Free Library to distribute to patrons. Dr. Huntley also suggested the bookmarks be non-coated and Ms. Smith requested they be made from recycled stock. Dr. Huntley emphasized that $400 was an appropriate amount and the Commission could approve the expenditure but reminded that the design needed to be reformatted before the bookmarks could be ordered and suggested to get a quote before approving the expenditure. Ms. Matsumoto said she would contact Ms. Gravell regarding resizing and wondered about next steps. Ms. Chajes shared that she was an editor for UD and worked with graphic designers and printers as her profession and offered to takeover speaking to Ms. Gravell and ordering the products. Ms. Matsumoto was happy to have Ms. Chajes take the lead.

MOTION BY DR. IRVINE, SECONDED BY DR. IRVINE: THAT THE CAC AUTHORIZE THE EXENDITURE OF UP TO $500 FOR THE PRODUCTION OF 1,000 BOOKMARKS FOR DISTRIBUTION AT THE NEWARK LIBRARY.

MOTION PASSED: 6 – 0.

AYE: Irvine, Smith, Matsumoto, Huntley, Chajes, O'Halloran.
NAY: 0.
ABSENT: McDowell.

Dr. Irvine reiterated that Ms. Chajes would draft a survey to be distributed through TNP and he would invite Mr. Rich to attend the January meeting. Dr. Huntley asked if Ms. Chajes wanted to work together to create the survey and then she would send the survey to her contact at TNP and Ms. Chajes confirmed and said that the CAC would forward the survey to restaurants not part of TNP. Dr. Huntley asked if the list should be expanded to all restaurants in City limits or if the focus should be on the downtown area. Ms. Matsumoto wanted to include the Shoppes at Louviers, and Ms. Smith believed that the CAC should target chain restaurants and agreed that other restaurants in the City should be included. Dr. Irvine explained that no list would be comprehensive and would have to be edited over time. He emphasized that the list should be regularly updated and pointed that there needed to be enough of sample for a survey response to represent the whole. He offered to calculate the statistics to determine the minimum response so Ms. Chajes could avoid wasting time on creating a comprehensive list.

## 7. FLOODING AND RIPARIAN BUFFER EDUCATION – HELGA HUNTLEY

Dr. Irvine reminded that the item had been pushed from various agendas and noted Mr. McDowell was not in attendance. Dr. Huntley said she had not met with Mr. McDowell and suggested the topic be tabled again. She added that her neighborhood experienced more flooding in the last year than in the last 13 years that she lived in the area and the creek recently flooded over the road for the third time in 2020. Dr. Irvine agreed and stated his backyard also flooded and the amount of erosion and damage was tremendous. He reminded that the Sustainability Plan spoke to the issue and noted the Planning Department continuously updated the flood plain data based on US Geological Survey. Dr. Huntley interjected that the Department used FEMA maps. Dr. Irvine continued that the Planning Department paid attention to riparian zones through FEMA and he wanted to identify potential stakeholders who could be involved, such as the White Clay Keepers. He asked Dr. Huntley to solicit Mr. McDowell for potential contributors in education and determine the stakeholders, such as effected property owners.

Ms. Smith noted that street widths were supposed to be reduced under the Sustainability Plan and hoped that the Comprehensive Development Plan promoted rain gardens and rain barrel initiatives. She asked Dr. Huntley for clarification on her intended educational pieces. Dr. Huntley replied that the general idea was to educate people on the importance of leaving a riparian buffer along the banks of the creek, so property owners did not mow to the edges of the water ways which lead to erosion. Ms. Smith suggested planting in riparian buffers and increasing the tree count. She wanted to have a tree planting initiative in the City and wanted it to be included in the riparian education piece. Dr. Irvine reminded that the City already had the Newark Reforestation Day and suggested the CAC pick riparian zones as a place to plant trees. He suggested she meet with Mr. McDowell before the next meeting to brainstorm and added if Mr. McDowell were unavailable, the Commission could work collectively on the topic in the coming year. He emphasized the need for riparian zones to absorb the water during flooding and did not think the new stormwater retention pond would be sufficient for severe weather events. Ms. Smith suggested the Commission question Public Works on where staff stood on efforts to maintain or conserve riparian zones because she believed there was an ordinance against mowing all the way to the riparian zone. Dr. Huntley did not recall any language on mowing but did note that it was forbidden to build permanent structures in the flood plain. Ms. Smith believed there was a buffer zone that people were supposed to respect regarding their proximity to waterways and asked Dr. Huntley if she was on the Christina Creek and Dr. Huntley confirmed. Dr. Irvine stated he was further upriver, in Christianstead, and revealed he had more trees when compared to his neighbors because most had lawns with a few trophy trees. He agreed that runoff was a dire issue. Ms. Smith suggested Dr. Irvine encourage his neighbors to create rain gardens and plant trees and Dr. Irvine agreed.

Dr. Irvine suggested the topic be tabled until the January meeting when the Commission could frame the different stakeholders, the existing resources, and how to disseminate the information. Ms. O'Halloran suggested riparian zones would be a great conservation article to inform residents. Ms. Chajes added that she included some information in her former article on stormwater management runoff but did not go into detail and Ms. Smith suggested that Ms. Chajes expand in broader detail. Dr. Irvine agreed with Ms. O'Halloran and noted that the Conservation Corner articles often had to revisit topics to provide different angles.

## 8. ANTI-IDLING AND PUBLIC EDUCATION UPDATE – SHEILA SMITH AND ROBYN O'HALLORAN

Ms. O'Halloran reported that she was working on the social media aspect and created posts for Ms. Gravell to approve which she sent to the Commissioners prior to the meeting. She intended to finish the business card designs after finals and hoped to have a final copy for the January meeting. Dr. Huntley thought it was important to have the cards to hand out while drivers were waiting for curbside pickup. Ms. Scheld displayed the social media posts approved by Ms. Gravell and Ms. O'Halloran explained the business cards would be similar. Ms. Smith suggested that Ms. O'Halloran change some of the font formatting and Dr. Huntley suggested to remove one post entirely. Ms. O'Halloran explained that she and Ms. Gravell wanted to update the post to include ways for the public to be more involved. Ms. Smith complimented Ms. O'Halloran on the work and suggested making a point to explain how air quality effected children because it would impact a larger audience. Ms. Matsumoto asked if the postings were already live on social media and Ms. O'Halloran replied they would be on the City's Facebook page with a goal of one post per month. Dr. Irvine asked if it were possible to have posts that aligned with the monthly conservation article and Ms. O'Halloran confirmed and asked that authors forward her the articles so she could write appropriate posts. Dr. Irvine thought it would be beneficial to help raise awareness of other issues and not just repeat anti-idling concerns. He was appreciative of Ms. O'Halloran's talents and her experience with various social media platforms. Dr. Irvine asked if the City was active on Twitter and Dr. Huntley confirmed. Ms. O'Halloran explained that she designed all content for Instagram because it was the most difficult format but could easily be adapted to other platforms. Ms. Matsumoto asked if the City posted on the Nextdoor app and Ms. Chajes confirmed. Ms. O'Halloran shared that the articles were posted on the City's Facebook page every month.

Dr. Irvine asked Ms. O'Halloran to write an entry about the CAC's social media interactions for the annual report. He reminded that the Boards & Commission Review recommended that the CAC increase its efforts in public outreach and the CAC responded by opening a booth for Community Day, writing articles for the Conservation Corner, being active on social media, and launching Reforestation Day. Ms. O'Halloran added that the Commissioners could repost the information to reach a broader audience on social media.

**9. MONTHLY CONSERVATION ARTICLE WITH THE NEWARK POST – SHEILA SMITH**

Dr. Huntley informed that she changed her topic in December from the Sustainability Plan to the Plastic Straw Resolution. Dr. Irvine thanked her for the contribution.

- January – Plastic Bags, Robyn O'Halloran
- February – Annual Report, George Irvine
- March – Spotted Lanternfly, Sheila Smith
- April – Composting, MaryClare Matsumoto, Robyn O'Halloran

**10. PLANNING & DEVELOPMENT REPORTS:**

Dr. Irvine reminded that the CAC wanted to make sure the Comprehensive Development Plan (CDP) reflected the Sustainability Plan (SP). Ms. Smith asked Ms. Scheld if the Steering Committee commenced and Ms. Scheld did not know. Dr. Irvine suggested to reach out to Michael Fortner and Ms. Smith said she would and wanted a CAC member to ask how the CDP aligned with the SP. She reviewed an old copy of the CDP and noted the SP mentioned the CAC as a participating agency in only one or two items and she wanted the Commission to be more involved. Ms. Matsumoto recalled the Steering Committee was supposed begin meeting in November or December but assumed the Committee was having difficulty with membership because she noted her utility bills included articles soliciting for volunteers. Dr. Huntley pointed that the Steering Committee vacancies were not advertised like the CAC and was entirely under the purview of the Planning Commission. Ms. Smith asked if Will Hurd would be the proper contact for updates on the Steering Committee and wanted to know how the Committee was formed. Dr. Huntley replied that Mr. Fortner wrote the revision and followed with a series of public workshops where residents could give input and was a completely different process than the current one. Ms. Matsumoto understood the CDP had to be reviewed every five years and was revised every ten years. Dr. Irvine called Ms. Smith's starting a crosswalk between the SP and the CDP critical and recommended emailing Mr. Fortner and Mr. Hurd. He thought there was a possibility for a disconnect between the two plans and thought if the CDP was at odds with what was expressed in the SP, then Council would ask why it was not sorted out when the CDP was revised. He wanted to raise the concern with Mr. Fortner and Mr. Hurd and did not think the membership composition of the Steering Committee had adequate representation of people considering the sustainability angle as opposed to the growth and economic development angle. Ms. Smith asked Dr. Irvine to write a summation of his statement so she could include his concerns in her email.

Ms. Matsumoto noted the document was 184 pages and commented she preferred a printed copy. Ms. Smith suggested Ms. Matsumoto request a hard copy because she thought the City had an obligation to share the information. Ms. Scheld interjected that there was a fee to copy documents because the City could not provide every resident with hard copies. Ms. Smith thought it was possible that Mr. Fortner had extra copies. Dr. Irvine thanked Ms. Smith and wanted to initiate conversation so the CAC could show Council the Commission had done its due diligence to ensure its ideas were incorporated into the working group.

**11. <u>OLD/NEW BUSINESS</u>**

Dr. Irvine pointed that the Commission had already discussed the 2020 Annual Report. He continued that the Sustainability Plan Implementation next steps were to consider which parts of the SP the CAC should emphasize in 2021. He encouraged the Commission to be responsive and proactive in the coming year. Ms. Smith explained that the Straw Resolution was related to the SP in terms of reducing the amount of waste, discouraging consumer overconsumption, and better awareness of impact. Ms. Matsumoto added that composting was also a part of waste reduction and she and Ms. O'Halloran were scheduled to write an article in April. Ms. Smith was unsure where riparian buffers fell in the SP and Ms. Matsumoto believed it was under preserving nature. Ms. Smith agreed and reminded that Dr. Irvine suggested the Commission determine a riparian area for the Reforestation Project which would fall under the Sustainability Plan. Dr. Huntley wanted to push the City to act on greenhouse gas emissions and Ms. Chajes agreed to make sure the City fulfilled its commitments to renewable energy and the opt-in program. Ms. Smith hoped to participate in discussions during the CDP review and asked if the riparian buffer, straw education, and greenhouse gases would be enough to start the new year. Dr. Irvine agreed and wanted to make broad policy recommendations about reminding Council on the importance of addressing and reducing greenhouse gas emissions. Ms. Chajes pointed that many cities and towns were drafting resolutions that set goals for greenhouse gas reductions and believed that the SP followed suit but wanted to explore additional measures. Dr. Irvine suggested Ms. Chajes provide an example but agreed the CAC could take a more active role such as updating the City's greenhouse gas emissions inventory. Dr. Huntley did not believe the City had an inventory and Dr. Irvine recalled one was done for City buildings but not for the whole City. He wanted to encourage the City to complete an inventory to create a baseline and Ms. Smith noted that the inventory was listed under Goal 1.4 in the SP and thought Dr. Huntley's comment was correct. Dr. Huntley recalled Jeff Martindale was starting on the greenhouse gas inventory in early 2020 but had not updated the CAC. Ms. Chajes added that the CAC was asked to nominate people for the NET Committee but had not received an update. Ms. Smith said the Committee was Mr. Fortner's responsibility.

Dr. Irvine was pleased with CAC's intent of addressing greenhouse gas, riparian zones, and waste reduction with the plastic straw initiative. He wanted the Commission to choose a focus area because he believed the City needed to consider how to obtain energy, transportation, and reduce the negative environmental impacts of energy consumption and production. He wanted the Commission to concentrate heavily on the City's concerns in the Sustainability Plan so it could craft immediate arguments on why action should be taken. He noted that the temperatures were rising, and flooding would be more common. Ms. Smith noted the poles were projected to melt within ten years and Dr. Irvine thought it was critical for the City to do its part and the CAC could help prompt action. Ms. Smith wanted the CAC to be visionaries and consider the broad aspect. Dr. Irvine explained the CAC needed to manage in the present but also had to create the future. Ms. Smith agreed that people needed consider how their actions impacted the future.

**12. <u>NEXT MEETING – JANUARY 12, 2020</u>**

Dr. Irvine wished everyone a Happy New Year and looked forward to the leadership from Ms. Smith and Ms. O'Halloran. Dr. Huntley thanked Dr. Irvine for his leadership and appreciated his thoughtful guidance.

MOTION BY MS. MATSUMOTO, SECONDED BY DR. IRVINE TO ADJOURN THE MEETING.

The meeting adjourned at 9:18 p.m.

Nichol Scheld
Administrative Professional I

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