

CITY OF PACIFICA
Climate Action Plan Task Force
Minutes
March 10, 2010

In attendance were members: Ray Ramos, Joe Murphy, Michael Northrop, Carlos Davidson, Celeste Langille, Remi Tan, Timothy Cowan, Gil Anda and David Rosenheim; one member of the public was also in attendance.

Staff Liaison; Michael Crabtree, Planning Director
Staff Liaison; Elizabeth Claycomb, Management Analyst

Item 1. Call to Order and Introductions

Michael Crabtree called the meeting to order at 7:10 pm
Introductions were made.

Item 2. Election of Chair and Vice-Chair

The group agreed to move item 2; election of chair and vice-chair to item 8; creating item 8.a.

Item 3. Approval of Order of Agenda

Ray Ramos Motioned to move item 2 to item 8.A. Remi Tan seconded this motion. *Motion approved 9/0.*

Item 4. Confirm Task Force Objectives

Task Force members reviewed and concurred with objectives as contained in council Resolution NO. 7-2010 *and has an operating budget of \$25,000; \$5,000 from the City's special projects fund and \$20,000 from the City's EECBG Grant*

Item 5. Confirm Meeting Date and Time

The group agreed to the third Wednesday of every month at 7:00PM. The new regular meeting location is the Parks Beaches and Recreation Conference Room located at 1810 Francisco Boulevard. The next meeting is on 4/21/10.

Item 6: Establish Task Force Communication Procedures

- All task force related emails from task force members are to be sent to staff
- The group identified that email will be the primary method of communication and addresses will be placed in the "BCC" Blind Carbon Copy" bar, to help ensure prevention of serial meetings
- Do not reply to all if replying to an email from staff
- Staff will review content and attachments, and determine applicability to process and content and disseminate if necessary *and* staff will confer with the Chair before determining applicability and relevance of information provided by task force members
- If committee members want to bring handouts with them to the meetings, it is requested they bring copies for all members
- It is requested that agendas for the next meeting and all attachments be circulated at least one week prior to the upcoming meeting

Item 7: Oral Communications

None

Item 8: Discussion of Attachments

None (see action items)

Item 8.A: Election of Chair and Vice-Chair

CHAIR:

Michael Northrop nominated Carlos Davidson

Timothy Cowan Seconded this nomination

No other nomination was made, Carlos Davidson was elected Chair by a **9/0 vote**

VICE-CHAIR:

Joe Murphy nominated Celeste Langille, Michael Northrop seconded this nomination

Gil Anda nominated Ray Ramos, Remi Tan seconded this nomination

Gil Anda moved to vote. Chair Davidson called for a vote. The vote was six (6) in favor of Celeste Langille and three (3) in favor of Ray Ramos. Therefore Celeste Langille was elected Vice-Chair by **majority vote**.

Should this group remain active for longer than one year, the group will revisit the Chair and Vice-Chair positions.