

**CITY OF PACIFICA**  
**Climate Action Plan Task Force**  
**Minutes**  
**July 14, 2010**

**In attendance were members:** Ray Ramos, Michael Northrop, Carlos Davidson, Remi Tan, Timothy Cowan, and Celeste Langille

**Members of the public:** None

**Staff Liaisons;** Michael Crabtree, Planning Director and Elizabeth Claycomb, Management Analyst

**Not in attendance:** Joe Murphy, Gil Anda, David Rosenheim

**Item 1: Call to Order**

Task Force Vice- Chair Celeste Langille called the meeting to order at 7:10PM

**Item 2: Approval of Order of Agenda**

Ray Ramos made a motion to approve the order of the agenda. The motion was seconded by Michael Northrop. ***The motion was unanimously approved 5/0*** (At the time of this vote, only 5 of the six task force members present at this meeting were in attendance)

**Item 3: Approval of Minutes**

Staff Liaison Michael Crabtree asked that the Minutes be amended, so to not identify by notation his absence from the last Task Force meeting.

Carlos Davidson made a motion to approve the minutes with the requested amendment. The motion was seconded by Timothy Cowan. ***The motion was unanimously approved 5/0.*** (At the time of this vote, only 5 of the six task force members present at this meeting were in attendance)

**Item 4: Discussion and Decision on draft climate action plan section covering air travel and education from consumption subcommittee**

Following the presentation on the draft suggested content, Remi Tan (late arrival) made a motion to reopen the item to discuss the content. Ray Ramos seconded the motion. ***The motion resulted in a 2/4 vote; not passed.***

Carlos Davidson made a motion to establish a formal process for accepting, rejecting and amending the subcommittee draft contents and moved that the following be approved as the formal review process:

- 1) Subcommittee presentation to group of contents/ outline
- 2) Discussion on contents and suggested edits, deletions, and vote to amend section with such included or removed
- 3) Group votes to accept contents or amended contents as “Working Draft Temporary Language Section Placeholder” which is subject to change; based on style, formatting, adding or removing content, adding references, finalizing the CAP

Timothy Cowan seconded this motion. ***The motion was unanimously approved 6/0.***

Carlos made a motion to amend the draft content, page two. Timothy Cowan Seconded the motion. ***The motion was passed 5 in favor, 1 abstention. Edits are reflected in amended draft language.***

Remi made a motion to further amend the draft language on page two. Ray Ramos seconded the motion. ***The motion failed by vote of 3/3. Edits are reflected in amended draft language.***

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Carlos Davidson made a motion to approve the draft content as amended and accept such as the “Working Draft Temporary Language Section Placeholder” with added names, cites and footnotes. Michael Northrop seconded the motion. *The motion was approved unanimously 6/0.*

**Item 5: Climate Action Plans- Start to Finish: An overview of the process and how to meet the planning requirements as described in the Task Force Resolution, AB32 and SB375**

Staff Liaison Elizabeth Claycomb gave a presentation on the process, and presented the group with a flow chart and supporting documentation

**Item 6: Discussion and Decision on the need for a Task Force work plan and timeline and use of central location for shared documents: Google Docs**

Staff Liaison Elizabeth Claycomb made a presentation on the benefits of a work plan and timeline and use of the Google Docs feature. The group agreed and requested both a timeline and work plan be created, and requested that the Google Docs invitation to access the shared documents be redistributed.

**Item 7: Discussion and decision on scheduling a speaker to share their experiences in participating in a Sustainability Task Force process and the drafting of a CAP.**

No formal action taken. The group decided to contact staff from other cities independently to ask about their experiences participating in this process. Celeste Langille volunteered to contact Burlingame, and Michael Northrop volunteered to contact Menlo Park.

**Item 8: Update from Staff- Climate Action Plan Consultant and additional funding possibilities**

Following a brief update of the status as of the date of this meeting, this item will be continued to the next agenda in order to provide additional information on the status at that time.

**Item 9: Oral Communications- This portion of the agenda is available to the public to address the Task Force on any issue within the subject matter jurisdiction of the Task Force that is not on the agenda**

None.

**Item 10: Announcements**

Staff Liaison Elizabeth Claycomb informed the group there will be a meeting venue change for the November meeting.

**Item 11: Items for next agenda**

- Item 6: staff presentation of work plan and timeline
- Item 7: Celeste Langille and Michael Northrop to share the information obtained from other cities regarding their experience with drafting a CAP and Sustainability Task Forces)
- Item 8: continued: STAFF: summary of the consultant services options and status of progress on collaborative funding opportunities
- Presentation by the Transportation Subcommittee of draft content

**Item 12: Adjournment**

The meeting was adjourned at 9:26PM