

**ENVIRONMENTAL PROGRAMS COMMITTEE
DRAFT MINUTES**

TOWN OF ATHERTON

December 15, 2015

1:00pm

ADMINISTRATIVE CONFERENCE ROOM

94 Ashfield Road

Atherton, California

1. ROLL CALL

PRESENT: Valerie Gardner, Chair
Jasenka Rakas, Vice Chair
Holly Joseph

EXCUSED: Janet Larson
Frank Merrill
Elizabeth Lewis, Council Liaison.

Senior Planner Stephanie Davis was present.

2. PUBLIC COMMENTS - none

3. REGULAR AGENDA

A. Approval of Minutes from the November 9, 2015 EPC meeting.

MOTION to approve the minutes, as amended, from the November 9, 2015 meeting.

M/S Joseph/Rakas Ayes: 3 Noes: 0 Excused: 2 (Merrill, Larson)

B. Finalize 2016 Environmental Programs Committee (EPC) Work Plan.

Senior Planner Stephanie Davis introduced the item. She provided an overview of the Committee's current charter which is acting as an advisory or recommending body to the City Council per existing Town Resolution.

Chair Gardner noted that she sees the request as less about changing the charter and more about securing funding for the proposed, identified programs and the ability to implement such programs. She discussed the User Utility Tax (UUT) and the difference between a general purpose UUT and a specific purpose UUT and the voter implications associated with each. A general UUT would require a majority vote whereas a specific UUT requires a 2/3 majority vote. It was determined that specific reference to a UUT should be removed at this time.

Stephanie Davis commented that if the Committee can finalize the policy statement and the work plan then she can fold rough cost estimates discussed at the meeting into the staff report that will accompany the work plan to the City Council.

Chair Gardner remarked that she thinks that in order to achieve something meaningful, she estimates that the "ballpark" figure required would be \$100K. Stephanie Davis clarified that this would be for the

complete, proposed Work Plan and not just the Atherton 2020 project. Chair Gardner agreed and noted that the committee would build in milestones along the way.

The committee discussed various municipalities including Palo Alto, Hillsborough and Portola Valley and the staffing and consultants utilized for their various sustainability initiatives.

Stephanie Davis clarified with the committee that the work plan item #4 regarding funding mechanisms will be revised as a policy recommendation versus a specific work plan item. The Committee agreed with this clarification.

Discussion ensued about Atherton 2020 (the home energy efficiency water conservation audit education program) and associated costs. In addition to a potential contract with HEA to perform the audits, the plan is to also propose having an outside consultant help with the marketing, rollout and maintenance of the program with an estimated cost in the range of \$10,000 -\$20,000 to develop such public outreach program.

Regarding work plan item #2 for advisory and support, the Committee discussed expanding the intent of this item for the EPC to serve as a collaborative advisory for all environmentally –based issues within the Town – beyond just Building Code and Drainage District upgrades. Stephanie Davis noted she would update the proposed Work Plan to be presented to the Council accordingly.

MOTION to accept the amended changes to the overall policy statement and draft EPC work plan.
M/S Joseph/Rakas Ayes: 3 Noes: 0 Excused: 2 (Merrill, Larson)

C. Prioritize the list of the EPC draft recommended Greenhouse Reduction Measures.

The Committee discussed the merits and priority of the EPC Greenhouse Reduction measures in order to prioritize the greenhouse reduction measures.

Stephanie Davis informed the committee that the prioritized list will be supplemented with information including cost breakdowns in order to help City Council make their decisions.

The Committee divided the measures into three categories – the first is those measures that can be integrated into the existing “Atherton 2020” program and the second is those measures that would require Town action. Within each of the two categories each measure was ranked either a one (1) or a two (2). A one ranking denotes those measures that are a short-term, or even immediate, goal and will have the highest impact. A two ranking signifies a longer-term measure that could be more difficult to implement and will have a lower overall impact. It was also noted which measures have already been, or are currently in process, of being implemented.

MOTION to direct staff to finalize the prioritized CAP measures list for presentation to City Council.

M/S Joseph/Rakas Ayes: 3 Noes: 0 Excused: 2 (Merrill, Larson)

4. COMMITTEE AND STAFF MEMBER COMMENTS - none

5. SET/CONFIRM NEXT MEETING

The next meeting is scheduled for Monday, January 25, 2016.

6. ADJOURN – The meeting adjourned at 2:49pm.

Respectfully Submitted:

Stephanie Davis, AICP Senior Planner