



ENVIRONMENTAL QUALITY COMMISSION MEETING AGENDA

Wednesday, June 25th at 6:30 p.m.
City Administration Building
701 Laurel Street, Menlo Park

CALL TO ORDER

ROLL CALL: Allan Bedwell (Vice Chair), Chris DeCardy, Kristin Kuntz-Duriseti, Scott Marshall (Chair), Deborah Martin, Mitchel Slomiak, Christina Smolke

A. PUBLIC COMMENT (Limited to 30 minutes)

Under "Public Comment", the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

B. REGULAR BUSINESS

B1. Approve May 28, 2014 Minutes ([Attachment](#))

B2. Informational Staff Presentation on the Use of Herbicides/Pesticides in City Operations

B3. Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Previous Work Plan Attachment](#))

B4. Discuss and Potentially Remove and Create New Environmental Quality Commission Subcommittees and Appoint Members to Subcommittees ([Subcommittee Attachment](#))

B5. Discuss the Potential Cancellation of a summer EQC Meeting

B6. Debrief on Environmental Quality Awards Ceremony

B7. Discuss Assigning Minute Taking from Staff to a Commissioner

C. COMMISSION REPORTS AND ANNOUNCEMENTS

C1. Staff Update on Environmental Policies to be Considered by City Council

C2. Commission Subcommittee Reports and Announcements

C3. Discuss Future Agenda Items

D. ADJOURNMENT

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At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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ENVIRONMENTAL QUALITY COMMISSION MEETING MINUTES

Wednesday, May 28, 2014 at 6:30 p.m.
City Administration Building
701 Laurel Street, Menlo Park

The meeting was called to order by Chair DeCardy at 6:34 p.m.

ROLL CALL:

Present: Allan Bedwell (leaves meeting at 6:58 p.m.), Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Scott Marshall (Vice Chair), Mitchel Slomiak, Christina Smolke

Absent: Deborah Martin

A. PUBLIC COMMENT

Mary Kuechler stated that she does not support the Potential Irrigation Well project because the installation of an irrigation well is not a good use for groundwater.

B. REGULAR BUSINESS

B1. Approve April 23, 2014 Minutes ([Attachment](#))

ACTION: Motion and Second (Bedwell/Marshall) to approve the April 23, 2014 minutes passes (5-0-2), (Absent: Martin, Abstain: Smolke)

B2. Discuss and Consider Electing a New Chair and Vice Chair

The Commission discussed that the next Chair and Vice Chair selection will be based on commissioner tenure.

ACTION 1: Motion and Second (Slomiak/Bedwell) to appoint Commissioner Marshall as the Chair of the EQC, effective immediately passes (5-0-2), (Absent: Martin, Abstain: Marshall).

ACTION 2: Motion and Second (DeCardy/Smolke) to appoint Commissioner Bedwell as Vice Chair of the EQC, effective immediately passes (5-0-2), (Absent: Martin, Abstain: Bedwell).

B3. Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Previous Work Plan Attachment](#))

Commissioner Bedwell leaves the meeting at 6:58 p.m.

ACTION: No formal action was taken. The Commission discussed potential FY 2014-2016 work plan priorities and will continue their discussion at the next EQC meeting.

B4. Discuss the Potential Cancellation of a summer EQC Meeting

ACTION: No formal action was taken. The Commission tabled this item for a future commission meeting.

B5. Debrief on Environmental Quality Awards Ceremony

ACTION: No formal action was taken. The Commission tabled this item for a future commission meeting.

B2. COMMISSION REPORTS AND ANNOUNCEMENTS

The following updates were received by the Commission:

C1. Staff Update on Environmental Policies to be Considered by City Council

C2. Commission Subcommittee Reports and Announcements

C3. Discuss Future Agenda Items

C. ADJOURNMENT

The meeting was adjourned at 9:04 p.m.

Meeting minutes prepared by Vanessa Marcadejas, Environmental Programs Specialist.



Environmental Quality Commission-2012 to 2014 Work Plan

Mission Statement

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.



**Environmental Quality Commission
2012-2014**

Name of Commission Cover Sheet
Work Plan for 2012-2014

Commission Members Listing

Commissioner	Mitchel Slomiak (Chair)
Commissioner	Christina Smolke (Vice Chair)
Commissioner	Chris DeCardy
Commissioner	Kristin Kuntz-Duriseti
Commissioner	Adina Levin
Commissioner	Scott Marshall
Commissioner	Douglas Scott



Environmental Quality Commission Priority List

The **Environmental Quality Commission** has identified the following priorities to focus on during 2012 through 2014:

1.	Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability
2.	Assist in developing sustainable building policies and programs for private and public development projects
3.	Maximize the urban canopy through programs and policies
4.	Implement Climate Action Plan
5.	Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management policies, including gray water and groundwater management policies.



Commission Work Plan Guidelines

Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability. Specific focus areas include:</p> <ul style="list-style-type: none">• Preserving heritage trees• Using best practices to maintain City trees• Preserving and expanding the urban canopy• Making determinations on appeals of heritage tree removal permits• Administering annual Environmental Quality Awards program• Organizing annual Arbor Day Event; typically a tree planting event• Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.
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Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.</p>
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Step 3

Discuss any priorities already established by Council	<p>2. Future focused planning and visioning, supporting a high quality of life:</p> <ul style="list-style-type: none">○ Recommend implementation of more projects in the Climate Action Plan○ Early adoption of State Green Building Codes○ Funding Green Projects <p>3. Regional focus creating synergy of efforts on issues of mutual interest:</p> <ul style="list-style-type: none">○ Increase water conservation polices and programs that are in line with the State and the Bay Area Water Supply and Conservation Agency (BAWSCA).○ Increase recycling efforts through South Bayside Waste Management Authority (SBWMA)
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Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability.	<ul style="list-style-type: none"> Enables the policy choices taken as part of the planning process to have better environmental outcomes. 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Creation of a Sustainable Transportation Subcommittee and staff resources for information and data.	1 year	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Assist with the development of a sustainable building policy for private and public development projects. Look into and/or recommend standards that are beyond the minimum CalGreen Code requirements.	<ul style="list-style-type: none"> Improved indoor air quality Increase water and energy conservation Reduced greenhouse gas emissions 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Minimum State CalGreen Requirements were adopted in November 2010.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Creation of a subcommittee. Staff time to educate commission.	1 year	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Maximize urban canopy	<ul style="list-style-type: none"> Reduce greenhouse gas emissions Improve wildlife habitat Reduce erosion Improve air quality Improve scenic beauty 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Creation of subcommittee. Staff resources for data collection.	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Climate Action Plan Implementation	<ul style="list-style-type: none"> Reduce Greenhouse Gas Emissions from community and municipal operations. Reduce methane emissions 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Existing subcommittee	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations City Council
Enhance, develop and evaluate resource conservation and pollution prevention programs and policies, such as : <ul style="list-style-type: none"> Waste reduction Water conservation and Management 	<ul style="list-style-type: none"> Increase Landfill Capacity Reduce Methane Increase Recycling Increase Resource Conservation Storm water Pollution Prevention Preserve future water supply 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Commission time or creation of subcommittee. Staff resources for information.	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations to Staff Possible recommendations to City Council if new policy increases operation costs

Step 5

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability and develop criteria and metrics to evaluate process: Specific tasks include: <ul style="list-style-type: none"> Reviewing current process and planning documents Developing criteria and metrics to evaluate progress Ad Hoc Sustainable Transportation Subcommittee to provide recommendations 	X			
Assist in developing, evaluating, and/or recommending a sustainable building policy for private and public development projects that are beyond minimum State CalGreen requirements. Specific tasks include: <ul style="list-style-type: none"> Engage with City staff on implementation of phase I and support phase II of green building code Research best practices in terms of sustainable building (ultimately feed into general plan). The ad hoc subcommittee will look into incentives and initiatives, potentially engage in public outreach and outreach to specific parties, and potentially engage with a Planning Commission representative. 	X			
Review Heritage Tree Ordinance and develop an improvement plan, including but not limited to, application and appeal procedures, a drought tolerant replacement policy, heritage tree replacement verification, urban canopy, urban canopy expansion through staff and volunteer efforts.	X			
Develop a tree planting volunteer program.	X			
Advise City Council on the Climate Action Plan Assessment Report and assist with evaluation of each project before implementation. <ul style="list-style-type: none"> Work with Council to adopt GHG reduction target Work with staff to re-assess CAP priorities Identify new initiatives toward reduction target adopted by Council 	X To Start	X Ongoing		

<ul style="list-style-type: none"> Review 2011 GHG inventory when available and recommend any course corrections to CAP 				
Enhance, evaluate and propose waste reduction program improvements.		X		
Enhance, evaluate and propose water conservation and management program improvements.	X January-July	X Ongoing		

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved; use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.

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Current Subcommittees and Tasks

As of May 2013

Sustainable Transportation Subcommittee

Priority Focus: Analyze and recommend improvement on how the city's planning process can be used as a leverage for environmental sustainability

Members: Commissioners DeCardy, and Kuntz-Duriseti.

Sustainable Building Subcommittee

Priority Focus: Assist in developing sustainable building policies and programs for private and public development projects.

Members: Commissioners DeCardy, Slomiak, and Smolke.

Heritage Tree Subcommittee

Priority Focus: Maximize the urban canopy through programs and policies

Members: Commissioners Marshall and Smolke

Climate Action Plan Subcommittee

Priority Focus: Implement Climate Action Plan Activities

Members: Commissioners Kuntz-Duriseti, Slomiak, and Bedwell

Resource Conservation and Pollution Prevention Subcommittee

Priority Focus: Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management policies

Members: Commissioners DeCardy, and Bedwell

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