

Environmental Quality Commission



REGULAR MEETING MINUTES

Date: 2/22/2017
Time: 6:30 p.m.
City Hall/Administration Building
701 Laurel St., Menlo Park, CA 94025

A. Chair Martin called the meeting to order at 6:38 p.m.

B. Roll Call

Present: Chris DeCardy, Vice Chair Janelle London, Scott Marshall, Chair Deb Martin, Christina Smolke
Absent: Allan Bedwell, Joyce Dickerson
Staff: Clay Curtin, Assistant to the City Manager/Interim Sustainability Manager
Vanessa Marcadejas, Senior Sustainability Specialist

C. Public Comment

- John Woodell spoke about electric vehicle charger technology and provided the commission with informational handouts on Palo Alto's Electric Vehicle Charging station installation guide for residents.

D. Regular Business

D1. Informational presentation on the community zero waste plan and rate study update

Emily Ginsberg from R3 Consulting and Ruth Abbe from Abbe and Associates provided a presentation to the commission.

D2. Discuss Arbor Day tree planting event

Chair Martin agreed to take the lead on coordinating this annual event and will work with staff on a recommendation for date, location and tree species.

D3. Review the Environmental Quality Commission 2-Year Work Plan and discuss the next quarterly update to City Council

The commission expressed interest in revisiting the 2-Year Work Plan in a future meeting.

D4. Discuss potential environmental participation with the City's proposed "complete streets" commission

Vice Chair London provided an update to the commission about environmental aspects of a proposed "complete streets" commission. Clay Curtin provided clarification on the proposed structure of the "complete streets" commission and announced that the City Council would be voting on this at its Feb. 28, 2017, meeting. Vice Chair London volunteered to attend the Complete Streets

Commission meetings as a private resident and report back to the Environmental Quality Commission any relevant information. No further action was taken by the Commission.

D5. Approve January 25, 2017, Environmental Quality Commission meeting minutes

ACTION: Motion and second (DeCardy/Marshall) to approve the Jan. 25, 2017, meeting minutes with a correction to the action for item D4 to indicate that the item was approved as follows: Motion/Second: Martin/London, Vote: 6-0-1, Smolke absent. Motion passes (4-0-1, Smolke abstains; Absent: Bedwell, Dickerson)

E. Reports and Announcements

E1. Future agenda items

- Discuss Arbor Day tree planting event
- Discuss quarterly update to City Council
- Update on San Francisquito Creek JPA flood control work
- Update on PG&E proposal for tree removals related to gas line safety
- Update on Community Zero Waste plan

F. Adjournment

Chair Martin adjourned the meeting at 8:45 p.m.

Meeting minutes prepared by Vanessa Marcadejas

 <p>Building Division 285 Hamilton Avenue Palo Alto, CA 94301 650.329.2496</p>	<h2 style="text-align: center;">Submittal Requirements Electric Vehicle Supply Equipment (EVSE)</h2>	Revision Date 07/14/2016
		Requirements/Checklist for: Residential
		Codes Enforced: <ul style="list-style-type: none"> • 2013 CEC • Palo Alto Municipal Code (PAMC)

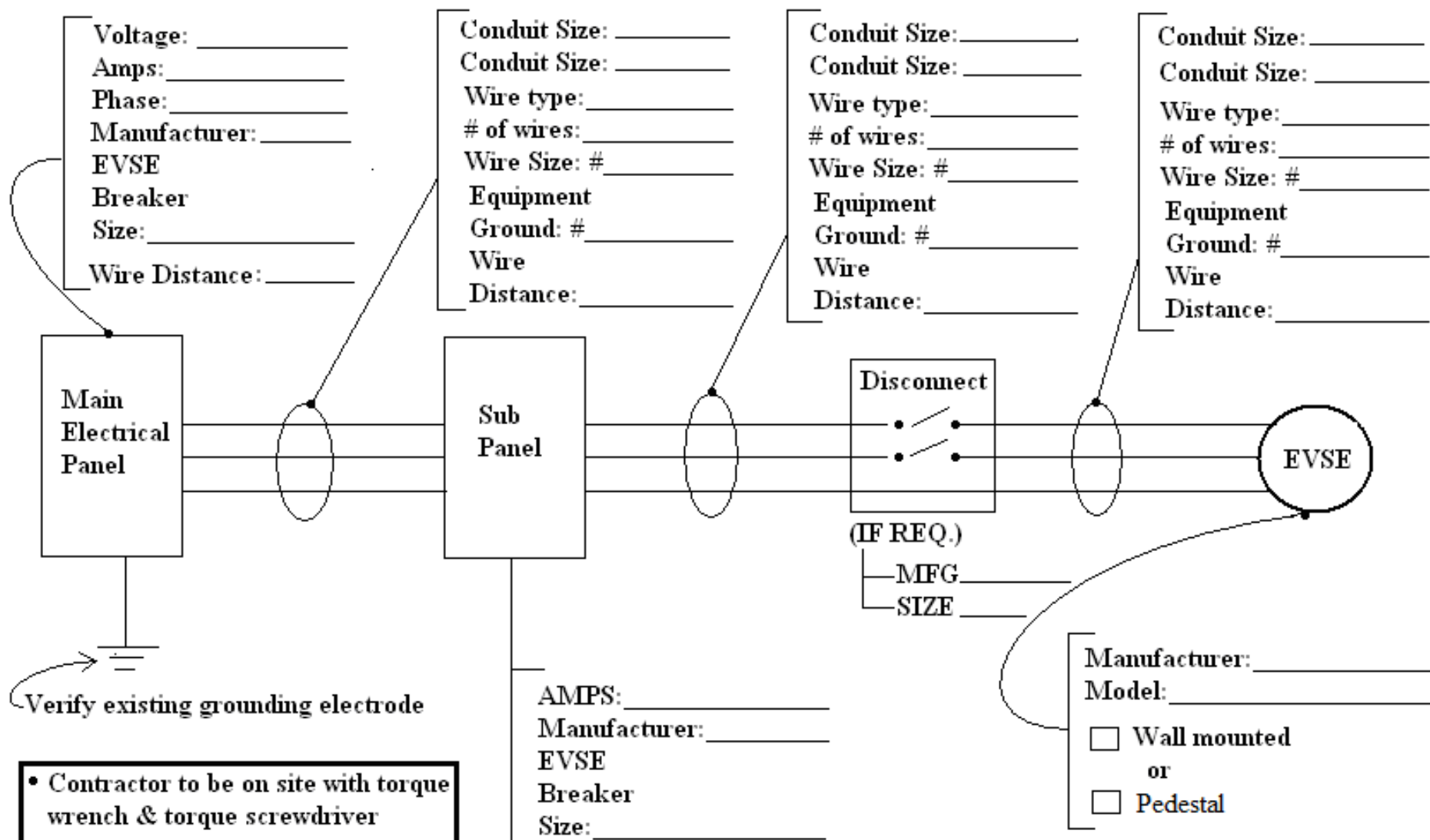
*** EVSE applications are a separate submittal and permit.**

Submit three sets of drawings to the building department.

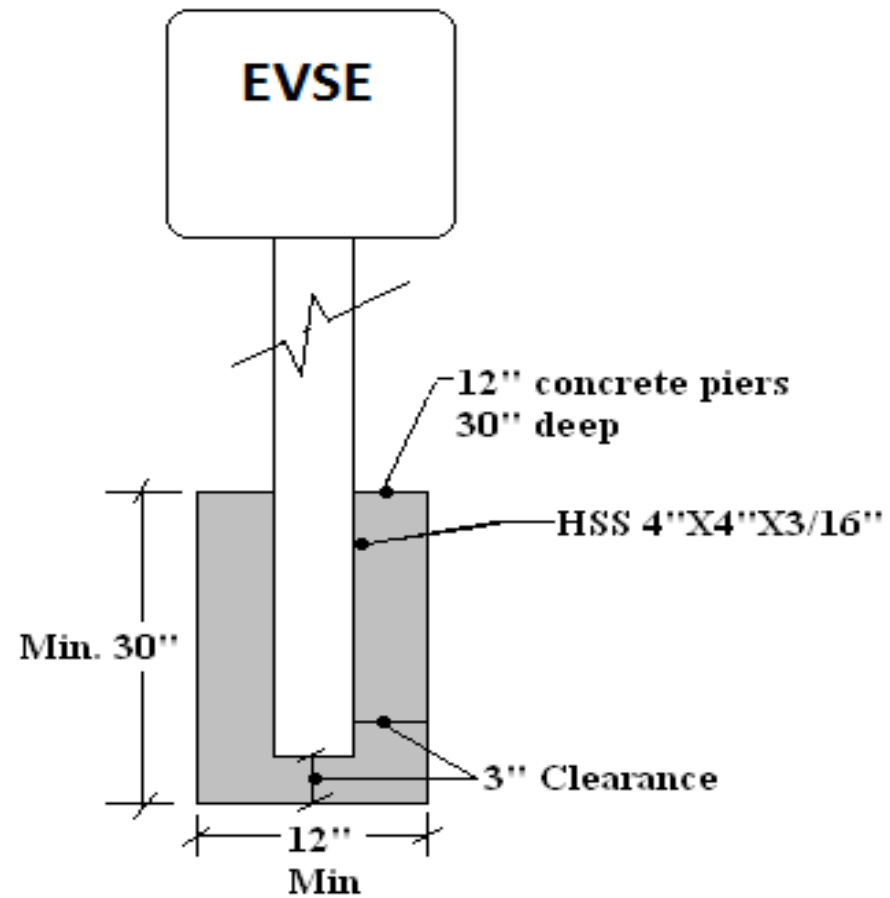
- ☐ Complete the City of Palo Alto Electric Utility EVSE application form. (1 copy). For EVSEs rated greater than 40 Amp, or that require an overcurrent protection device (circuit breaker) greater than 50 Amp, a utility review/approval prior to submittal to Building Department for electric permit is required. Incomplete submittals will not be accepted.
 - Submittals may be emailed to: kelly.haruta@cityofpaloalto.org
- ☐ If the existing electric service (meter) is to be upgraded:
 - 200 Amp or less: Also submit a CPAU Utility Service Application
 - Over 200 Amp: Also submit CPAU Utility Service Application and the manufacturer's cut sheets of the proposed new panel
- ☐ Provide EVSE/connector, receptacle and the while-in-use receptacle enclosure manufacturer's installation instructions with submittal. (1 copy)
- ☐ Provide a job specific site plan (8x11 or 11x17) showing the location of the building, street name, all EVSEs and EVSE receptacle locations, electric service, conduit location (specified), disconnects and the existing premise wiring electrode, and existing or proposed electric meter location (3 copies)
- ☐ Include load calculations per NEC Article 220. The EVSE must be calculated at 125% (3 copies)
- ☐ Attachment detail for post/bollard installations if applicable. (3 copies)

A three line diagram must be included in the submittal with the following information: (3 copies)

- Wire size, insulation type, distance of the wires (include the equipment grounding conductor EGC)
- Size of the overcurrent device (e.g. circuit breaker)
- Conduit size, type and location
- The manufacturer and model of all EVSEs, connectors and receptacles
- The manufacturer and size of the main electric panel, distribution panels (sub panels) and disconnects.



EVSE mounted on metal post minimum specifications. See illustration below.



THIS DOCUMENT PROVIDES INFORMATION FOR NEW EVSE INSTALLATIONS. IF THE ELECTRIC SERVICE MAIN PANEL WILL BE UPGRADED, PLEASE COMPLETE THE UTILITY SERVICE APPLICATION AND SUBMIT WITH THIS DOCUMENT.

Installing an Electric Vehicle Supply Equipment (EVSE) will require changes to building wiring and may also require upgrading the electric service main panel to meet the needs of this specialized equipment. Before installing an EVSE and associated infrastructure, talk to your EV manufacturer for information about what you need to charge your vehicle and what regulatory requirements there might be.

When installing your EVSE, be sure to use a licensed electrical contractor whose license is current for electrical work. The contractor should also follow the guidelines of the manufacturer and the requirements of City of Palo Alto Building Codes.

A permit from the City is required before installing EVSE. Submit building and electrical plans for the planned installation with your permit application to the City of Palo Alto Development Center.

Why is the Electric Utility concerned about your EVSE installation?

Though an individual EVSE may have a negligible impact on the utility electric system, the combined effect of several chargers in the same service area could result in overloading the utility lines and transformers. It is crucial that the City of Palo Alto Utilities is notified of any EVSE installations to ensure that the utility electrical system remains adequately sized to serve our customers and maintain high levels of service reliability. The Utilities department needs information on location (address), number of EVSE being installed, EVSE current rating, and number of electric vehicles.

UTILITIES' REVIEW AND APPROVAL IS REQUIRED BEFORE THE BUILDING DEPARTMENT WILL ISSUE PERMITS FOR INSTALLATION OF EVSE RATED GREATER THAN 40 AMP, OR THAT REQUIRES AN OVERCURRENT PROTECTION DEVICE (CIRCUIT BREAKER) GREATER THAN 50 AMP. FAILURE TO DO SO COULD DAMAGE UTILITY SYSTEM FACILITIES, WITH THE OFFENDER RESPONSIBLE FOR THE COST OF REPAIRS.

Please provide the following information and submit with copies of any documentation from the charger manufacturer (cut sheets, installation instructions, specifications, etc.).

Project Address:	Building Department Permit #
Contact Person:	Phone:
	E-mail:

Number of EVSE being installed:	Number of Electric Vehicles:
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EVSE Rating(s):

Quantity			
Voltage (V)			
Current (A)			
Power (kVA)			

CPAU Engineering Review (required for EVSE > 40 Amp (50 Amp circuit breaker) - A copy of this approved form must be submitted to the City of Palo Alto Building department before a permit will be issued

Approved By:	Date:
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Menlo Park's Path to Zero Waste and New Rate Structure



Agenda

- 1) Zero Waste Plan (15 min.)**
- 2) Rate restructure (5 min.)**
- 3) Environmental Quality Commission and community engagement opportunities (5 min.)**
- 4) Questions and discussion (15 min.)**



Zero Waste Plan

Project Overview and Progress To-Date

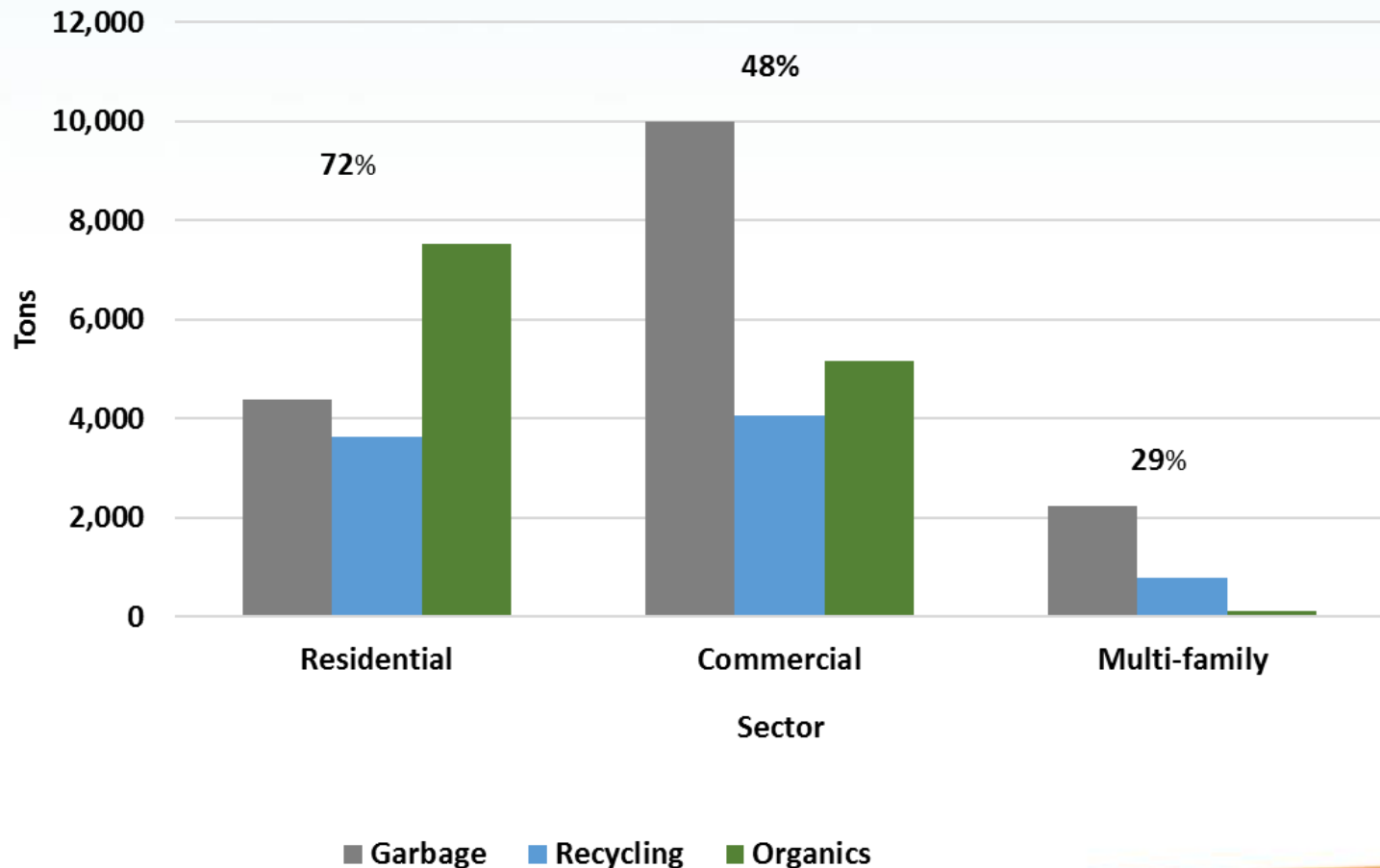
Zero Waste in a Nutshell

- Reduce waste at the source
- All materials are resources
- No wasted resources
- All goods designed for reuse/recovery
- Highest and best use
- No burning waste, very little landfill
- No emissions



Menlo Park Accomplishments

2015 Recology Waste Diversion Across Sectors



Current Policies and Programs

Policies	Programs
<ul style="list-style-type: none">• Environmentally Preferable Purchasing Policy (EPP)• Polystyrene foodware ordinance (2012)• Reusable bag ordinance (2013)• Construction and demolition recycling ordinance<ul style="list-style-type: none">○ Contractors must meet 60% diversion requirement calculated by the building department○ Construction and demolition deposit	<ul style="list-style-type: none">• Lead by example<ul style="list-style-type: none">○ Government facilities○ Public receptacles○ Events and Venues• Universal collection services<ul style="list-style-type: none">○ Recycling○ Composting• Food donations• Outreach to schools

Community Participation Process

“Vision of Zero Waste for Menlo Park”

- **Kickoff workshop**
Nov. 2, 2016
- **Opportunities and analysis**
Dec. 5, 2016
- **Stakeholder meetings**
 - Environmental community
 - Property managers
 - Service providers
 - Faith organizations
 - School community
 - Business groups
 - Regional agencies



- **Community survey**
menlopark.org/zerowastesurvey

Potential New Zero Waste Initiatives

Program/Collection Service Enhancements

1. Expanded bulky item recycling collection
2. Expanded list of curbside recyclables
3. Additional commercial technical assistance
4. Outreach to elementary and secondary schools
5. Outreach to faith-based organizations
6. Outreach to construction and demolition waste generators
7. Participating partners program
8. Rate structure to support waste prevention
9. Recycling ambassadors/door-to-door outreach
10. Textile recycling
11. Universal recycling and composting collection service

Potential New Zero Waste Initiatives

City Action and Policy Initiatives

12. Increase recycling requirements in construction and demolition ordinance
13. Mandatory participation in recycling and composting programs
14. Mandatory recycling percentage
15. Material bans of products or packaging
16. Promote reusable bottles and bottle filling stations
17. Require all projects to direct construction and demolition to designated facilities
18. Support for reuse, repair, leasing or sharing efforts
19. Zero Waste event requirements

Potential New Zero Waste Initiatives

Facilities and Infrastructure

20. Mandatory sorting of self-hauled waste at the Shoreway Environmental Center

Rate Restructure

- Rates were set in 2011 at beginning of Recology's contract and have not changed since
- Costs of providing service are set by South Bayside Waste Management Authority (SBWMA/RethinkWaste)
- Current rates are not generating necessary revenue to cover all solid waste system costs (~\$500,000 annual shortfall is growing)
- Proposition 218 – set rates to reflect the cost of service
- Current rates for diversion activities (recycling and organics) do not reflect their true service costs
- R3 tasked to develop a rate structure that aligns rates with the cost-of-service, while encouraging diversion and minimizing overall impact to customers

Rate Restructure

- Using data from SBWMA, the new rate structure is based on the actual cost of providing service
- Also based on the actual subscriptions to garbage, recycling and organics collection
- Revised structure designed to:
 - Meet revenue needs based on current subscription levels
 - Minimize overall impacts to customers
 - Promote diversion activities, while recognizing their true costs
 - Provide for straightforward annual adjustments
 - Gradually phase in rate changes over time

Upcoming Schedule

- Feb. 22 – Environmental Quality Commission meeting presentation of draft zero waste plan and proposed rate structure overview
- Mar. 15 and/or April 19 – Environmental Quality Commission to review final drafts of zero waste plan and rate structure
- May 23 – Target date for City Council's first review of draft zero waste plan and proposed rate structure
- ~July 1 – City shortfall payment to Recology

Upcoming Schedule

- ~Aug. 29 – City Council adoption of zero waste plan and review of proposed 2018 rates
- ~Aug. 29 to Nov. 7 – City runs Proposition 218 process for 2018 rates
- ~Nov. 7 – City Council adoption of 2018 rates and rate adjustment process

Opportunities To Participate

- Environmental Quality Commission meeting participation
 - Zero Waste: What do we want to plan and fund in Menlo Park? What would you prioritize?
 - Rates: What do you think of the proposed rate structure concept? What are your questions or concerns?
- Please take the zero waste survey! All survey respondents will receive prizes for participating.

menlopark.org/zerowastesurvey

Questions and Discussion

Thank You!

Emily Ginsburg
R3 Consulting Group



Ruth Abbe
Ruth Abbe & Associates

