



ENVIRONMENTAL COMMISSION MEETING

MONDAY, JANUARY 14, 2019 – 7:00 P.M.

Community Meeting Chambers, Los Altos City Hall
1 North San Antonio Road, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

1. Approve minutes of the regular meetings of December 10, 2018
2. Review and discuss updates on 2018/19 Environmental Commission Targets and Work Plan
3. Los Altos Community Foundation Environmental Education Fund

INFORMATIONAL ITEMS

4. Receive reports and updates on Silicon Valley Clean Energy Authority (SVCEA)
 - a. Member Agency Working Group and Customer Program Advisory Group
5. Receive information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for the Environmental Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/environmental/meetings.html>.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

**MINUTES OF THE MEETING OF THE ENVIRONMENTAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON DECEMBER 10, 2018, AT 7:00 P.M. AT LOS
ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ROLL CALL

PRESENT: Chair Weiden, Vice Chair Yuan, Commissioners Bray, Halkola (left at 8:00 p.m.), Klein, Martin and Teksler

ABSENT: None

PUBLIC COMMENTS:

Los Altos resident Samantha Enos provided public comment.

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes

Action: Upon a motion by Commissioner Teksler, seconded by Commissioner Bray, the Environmental Commission unanimously approved the minutes of the regular meetings of September 10 and October 8, 2018.

2. Reviewed and discussed updates on 2018/19 Environmental Commission Targets and Work Plan

INFORMATIONAL ITEMS

3. Received reports on Silicon Valley Clean Energy Authority (SVCEA)

- a. Received update on Member Agency Working Group (MAWG) and Customer Program Advisory Group (CPAG) meetings.

4. Received information and announcements from City staff

COMMISSION REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Weiden adjourned the meeting at 8:36 P.M.



DATE: January 14, 2019

AGENDA ITEM # 2

TO: Environmental Commission

FROM: Sarah Henricks, Interim Staff Liaison

SUBJECT: Review and discuss updates on 2018/19 Environmental Commission Targets and Work Plan

RECOMMENDATION:

Review and take action, as appropriate, on 2018/19 Environmental Commission Targets and Work Plan

BACKGROUND

The Environmental Commission met in a Joint Meeting with the City Council on May 1, 2018 to review its 2017/18 Environmental Commission Accomplishments and Draft 2018/19 Target areas and discuss issues and projects for the upcoming year. Based on this discussion, the Targets were finalized, and the 2018/19 Work Plan was developed. The Targets and Work Plan are intended to focus the Commission's agenda items and will serve as a roadmap for projects and actions, as appropriate, during the 2018/19 year.

DISCUSSION

Environmental Commission Targets and resulting Work Plan development for 2018/19 are:

1. Climate Action Plan
2. Visioning process
3. Community outreach and education
4. Water Conservation and stormwater management
5. Solid waste diversion

The Commission will review the Targets, projects, and status updates at each of its monthly meetings and take action as appropriate.

Attachments:

- A. January 14, 2019- 2018/19 Targets and Work Plan

ENVIRONMENTAL COMMISSION

2018/19 Targets & Work Plan

January 14, 2019

Targets	Projects	Assignments	Target Date	City Priority related to	Status
Climate Action Plan & SVCEA	Continue to support SVCEA community outreach and education	<ul style="list-style-type: none"> Speakers and SVCE staff outreach efforts for residential and business (Staff) Customer Program Advisory Group (CPAG) (Weiden) Program development via MAWG 	Ongoing	CAP Goals	<ul style="list-style-type: none"> Chair attends CPAG meetings and provides status updates to EC Receive update from MAWG staff member EC identified and prioritized community objectives and provided them to SVCE MAWG as potential items for synchronization with other jurisdictions and for SVCE to provide support.
	Resource to Director Bruins	<ul style="list-style-type: none"> Policy & Program guidance (Staff & Commission) 	Monthly	CAP Goals	<ul style="list-style-type: none"> Review SVCE packet and recommendations with comments to Director Bruins as needed; request specific clarification from Dir. Bruins as needed MAWG staff to update Dir. Bruins as needed
	Single-use food containers	<ul style="list-style-type: none"> Discuss and formulate plan for educ. outreach (Halkola, Yuan, Weiden) (Tekler, alternate) 	New project	CAP Goals	<ul style="list-style-type: none"> Initiate Educational Outreach project Subcommittee meeting held 12/19/18 to determine action plan
	Anti-Idling Community Education and Outreach Project	<ul style="list-style-type: none"> Develop Community Educational Plan (Weiden, Yuan, Klein) Partner with elementary and high school districts (Weiden, Yuan, Klein) City Program for civic properties 	Ongoing	CAP Goals	<ul style="list-style-type: none"> Email from Chair to Superintendents 5/18; 11/18 High school included bullet item about anti-idling in Pick up/Drop off Procedures memo to parents Fall 2018 EC subcommittee to develop general education plan City developed organization-wide anti-idling campaign, requesting compliance from staff and installing anti-idling signs in City facility parking areas, such as Civic Center Campus, MSC, and Parks LASD to develop collateral for distribution in conjunction with GTLA and plans to test efficacy of intervention at the end of the school year

Climate Action Plan & SVCEA (cont'd)

Partner with Community Development Department on Green Building Initiatives	<ul style="list-style-type: none"> • Staff and Commission to identify outreach efforts and discussion of potential reach codes for green building measures (Tekslar, Yuan, Bray) • Subcommittee to reformat report to provide user-friendly checklist to go to City Council for 2019 priorities • Subcommittee to seek out opportunities to educate PPC 	Quarterly	CAP Goals	<ul style="list-style-type: none"> • Refined checklist for Green Building Enhancements • SVCEA working on Reach Code project to electrify new development and align adoption with launch of 2019 State code, which will take effect January 1, 2020; EC participation to vet ordinances. Council directed staff to actively participate in Reach Code project and determine if there is potential for City to adopt codes • SVCE webinar planned for January 15, 2019
Home Energy efficiency measure for community	<ul style="list-style-type: none"> • Commission to explore and research programs offered by PG&E, Acterra, Energy Upgrade California, CA First (Unassigned-TBD) 	Annual	CAP Goals	<ul style="list-style-type: none"> • Home Energy Efficiency Workshop presented by Santa Clara County Office of Sustainability staff: November 14, 2018; 6:30-8:00 pm, Hillview Multi-Purpose Room. Commissioner Martin provided opening remarks; 67 attendees
With staff, refine CAP GHG reduction measures to actionable strategies (Tekslar, Weiden)	<ul style="list-style-type: none"> • Commission to support staff's efforts to update CAP with inventory & assess measures (Weiden, Bay, Halkola); Staff to assist • Work with consultant or staff to update CAP • Subcommittee to consider scope of CAP update 	Annual	CAP Goals	<ul style="list-style-type: none"> • CAP Report with analysis of measures and data in CIP Budget • SVCE released territory-wide data which can be used to update measurements and identify new targets (2018 data to be released May/June)
Environmental Resources (ER) Dashboard	<ul style="list-style-type: none"> • Review and enhance GHG reporting and data on Green Initiatives pages of City website (Staff, Martin) 	Ongoing as data is available	CAP Goals	<ul style="list-style-type: none"> • Data collection ongoing. Dashboard updated with data through 2017 if available (staff working with internal and external partners to obtain data) • Commissioner Martin to analyze data and create graphics for dashboard once data is available (MTWS, CalWater, and SVCE data sent early January 2019)

Water Conservation & Stormwater Management	Support community and municipal water conservation related measures	<ul style="list-style-type: none"> Track water usage via ER Dashboard (Staff, Halkola) Monitor water rates and support CalWater conservation efforts as needed (Staff, Halkola) 	Summer/Fall focus with ongoing review	Water Conservation Resolution No. 2015-15	<ul style="list-style-type: none"> Monitor water use Update website CalWater annual presentation – Winter/Spring 2019 (waiting on hiring of new district representative)
	Stormwater management/shoulder paving policy	<ul style="list-style-type: none"> Final review from staff on shoulder paving policy and other emerging environmental issues (EC) 	As needed	Stormwater Master Plan and Water Conservation	<ul style="list-style-type: none"> Shoulder paving policy details revisions (May, June) Study session with City Council September 25, 2018 Council adopted policy (11/18) with revision to require permeable materials for first 3-feet of bioswale
	Green Infrastructure Plan	<ul style="list-style-type: none"> Assist in development of plan to be adopted July 2019 (Unassigned) 			<ul style="list-style-type: none"> Staff/consultant to bring draft to EC in winter/spring 2019
Solid Waste Diversion	Review of progress toward diversion goals	<ul style="list-style-type: none"> Work with staff to review MTWS contract renewal Assist MTWS in achieving diversion goals Explore opportunities with staff for public outreach (Staff) 	Ongoing	Recycling and diversion	<ul style="list-style-type: none"> Renegotiation window for MTWS expected to take 6-9 months and be completed 2019 City is currently processing a contract with R3 Consultants to assist with negotiations R3/Staff plans to meet 1:1 with Councilmembers to determine priorities- opportunity to meet with EC as well Also, will conduct community outreach to determine community’s priorities in a new franchise agreement – opportunity for EC to help with outreach Will visit with EC at least 2x during process (1st visit early in process to brainstorm; 2nd visit to evaluate proposed agreement before bringing to Council) Compost available at MSC Update on event recycling- add events to CM weekly updates

<p>Visioning Process for new Community Center and Downtown Vision Discussions</p>	<p>Provide environmental perspectives and sustainability goals to assist visioning process</p>	<ul style="list-style-type: none"> Environmental Commissioners 	<p>New Community Center design - Ongoing</p>	<p>Provide support to DDWG & Council on natural and built environment</p>	<ul style="list-style-type: none"> Participated in LEED Charrette 3-22-18 Continue to participate in DDWG as needed; advocating for all-electric, zero-carbon building 6/11/18- Public Works Director Susanna Chan provided update to EC on the electrification and LEED Gold achievement (looking at lighting studies, reducing water usage, managing rainwater, installing all-electric systems) to minimize carbon use of the new community center Staff shared solar options with Council at July 10, 2018 meeting; still exploring options Design Open House July 10, 2018 Design to Complete Streets Commission June 27, 2018 Design to Planning Commission August 2, 2018 Design approved by City Council September 11, 2018
			<p>Downtown Visioning - Ongoing</p>	<p>Contribute to downtown visioning process where applicable</p>	<ul style="list-style-type: none"> August 28, 2018, Council adopted the Downtown Vision plan as a guiding document to which the Council can aspire

Community Outreach & Education	<p>Support Green Initiatives project implementation by public outreach and education efforts</p> <p>Continue supporting project implementation that impacts the natural and built environment</p>	<ul style="list-style-type: none"> • City webpages; social media; engage with community groups (unassigned) • Invite speakers to EC meetings on Work Plan related topics (All Commissioners) 	Ongoing	Public outreach and education	<ul style="list-style-type: none"> • Partnership with GTLA, SVCEA, community non-profits, community organizations, County Office of Sustainability • GTLA to pick up educational campaigns addressing anti-idling and gas-powered leaf blowers
	<p>Update residents on special events (compost availability, recycling events, workshops)</p>	<ul style="list-style-type: none"> • Unassigned 	Ongoing	Public outreach and education	<ul style="list-style-type: none"> • SCC Home Energy Upgrade Workshop held November 14, 2018



DATE: January 14, 2019

AGENDA ITEM # 3

TO: Environmental Commission

FROM: Sarah Henricks, Interim Staff Liaison

SUBJECT: Review and discuss Los Altos Community Foundation Environmental Education Fund

RECOMMENDATION:

Review and take action, as appropriate, on funds available through the Los Altos Community Foundation Environmental Education Fund

BACKGROUND

In November 2003, the Los Altos Community Foundation, LACF, entered into a Donor Advised Fund Agreement with the Los Altos Environmental Commission (formerly the Los Altos Environmental Committee) for the purposes of creating and maintaining an Environmental Education fund, “the Fund”. The Fund is maintained and administered by LACF and was initially created for the purpose of funding the reprinting of the *Trees of Los Altos* booklet. Upon an initial grant of \$1,000 by LACF, the fund received donations from the public to aid in the printing and distribution of the *Trees* booklet. The books were printed and distributed, though LACF reports hundreds of copies remaining in storage. The current balance of the account is \$3,528 and is to be used specifically for “environmental education”.

DISCUSSION

LACF has informed the City that the \$3,528 balance remains available for environmental education efforts. The Environmental Commission has the authority to make recommendations to LACF for disbursement of the funds.

The Environmental Commission shall discuss potential uses for the fund.

Attachments:

- A. Correspondence from LACF
- B. March 24, 2003 Memorandum to Environmental Committee
- C. March 18, 2004 Memorandum to City Council
- D. November 2003 Donor Advised Fund Agreement

Sarah M. Henricks

From: Joe Eyre <joe.eyre@losaltoscf.org>
Sent: Monday, December 10, 2018 5:28 PM
To: Don Weiden; Sarah M. Henricks
Subject: Environmental education fund at LACF
Attachments: Memos regarding Trees of Los Altos.pdf; Environmental Education Fund DAF Signed 11-03.pdf

Hi Don and Sarah,
 Hope things are well.

I wanted to make you aware of a fund that LACF has had for many years, called the Environmental Education Fund. It was originally set up so donors could contribute toward reprinting of the Trees of Los Altos book. That was done and there was money left over in the fund (currently the balance is \$3,528).

I conversed with J about this sometime back, but we never acted on it. Bottom line, the fund's use is to be directed by the City and can be used for "environmental education". I thought if the EC had some ideas on how to spend the money, then it could be used rather than sitting here dormant.

Below is some more info. You might look it over and consider how it might be used.

Best,
 Joe

PS: We have hundreds of the Trees of Los Altos book in our attic. If the City is open to it, we could put free copies in the lobby at City Hall for anyone to take.

Give back to your community - simply and effectively - through Los Altos Community Foundation!

Joe Eyre, Executive Director

Los Altos Community Foundation | 183 Hillview Avenue, Los Altos, CA 94022 | Tel: 650-949-5908

| joe.eyre@losaltoscf.org | losaltoscf.org | [LACF Facebook](#)

Today, you can support local nonprofits and causes through [LACF funds](#)

Forever, you can leave a [LACF legacy gift](#) to support the community as part of your estate planning.

----- Forwarded message -----

From: Joe Eyre <joe.eyre@losaltoscf.org>
Date: Fri, Oct 7, 2016 at 2:10 PM
Subject: Fwd: Environmental education memo and agreement
To: J Logan <jlogan@losaltosca.gov>

Hi J,
 Thanks for the call. Attached is the signed agreement and also a memo you sent me way back when on this topic.

Joe

----- Forwarded message -----

From: **J Logan** <jlogan@losaltosca.gov>

Date: Thu, Jan 9, 2014 at 7:54 PM

Subject: RE: Environmental education fund and Trees of Los Altos books

To: J Logan <jlogan@losaltosca.gov>, Joe Eyre <joe.eyre@gmail.com>

Cc: Marcia Somers <msomers@losaltosca.gov>

Hi Joe,

I'm attaching a memo that outlines and explains the details, history and intention of the "Trees of Los Altos" book and the disposition of the revenues as approved by Council.

This memo will be in the EC agenda packet as an attachment to the Environmental Educational Fund agenda item.

Thanks, jL

—



M E M O R A N D U M

DATE: March 24, 2003

TO: Environmental Committee

FROM: David Kornfield, Associate Planner

SUBJECT: TREES OF LOS ALTOS BUDGET INFORMATION

This memorandum is to outline the fiscal alternatives for the funding of the Trees of Los Altos booklet. As a matter of background, the Committee has a \$1,000 seed money promise from the City Council and a \$1,000 grant promise from the Los Altos Community Foundation (LACF) to help develop the update of the booklet. The Committee is faced with making a decision on how to administrate the funding for the project. There are three fiscal options:

1. Ask the City Council to appropriate the seed money and accept the LACF grant now. This option creates a need to use the money by the end of the fiscal year (by June 30, 2003).
2. Ask the City Council to include the seed money in next year's budget (2003-2004). After, June 30th of this year ask the Council to appropriate the seed money and accept the LACF grant. We may have to get the LACF grant extended in this case if it is tied to the 2002-2003 fiscal year.
3. Ask the City Council to consider the tree booklet update as a Capital Project. This option is not tied to the fiscal year budget cycle.

The process would be to prepare a memorandum to the City Council that outlines the project scope, the proposed budget and the preferred fiscal process. Here are three scenarios:

- a. Ask the City Council to cover the entire booklet cost. This could be as a capital project or as an appropriation.
- b. Ask the City Council to allow the Committee to solicit grants to cover the project, but ask the City Council to underwrite the project if there are grant shortfalls.
- c. Ask the City Council to allow the Committee to solicit grants to cover the project. If not enough funds are raised, then either pare the project or ask the City Council for financial help.

DK/tms



MEMORANDUM

DATE: March 18, 2004

TO: City Council

FROM: Environmental Committee

SUBJECT: *TREES OF LOS ALTOS* BOOKLET

RECOMMENDATION

Motion to endorse and authorize the publication of the *Trees of Los Altos* booklet.

BACKGROUND

Over the last two years the Environmental Committee has worked to update the *Trees of Los Altos* booklet that was first published in 1970. The intent of the project was to update the tree inventory and to publish a new booklet to educate residents on the value of the City's trees.

On October 21, 2003 the City Council authorized the Environmental Committee to finalize the design for the update to the *Trees of Los Altos* booklet (up to \$1,000) and to enter into a donor fund agreement with the Los Altos Community Foundation to administrate the booklet's finances.

DISCUSSION

The Environmental Committee updated the *Trees of Los Altos* booklet in the following ways. The Committee redesigned the booklet as an entirely color document versus the original black and white format. The new edition omits a few trees that no longer exist and adds several new species. The update adds references to City regulations, lists trees that do well in utility corridors, suggests appropriate trees for creekside areas, catalogs oak root fungus resistant trees, offers care tips for old Oak trees, presents a calendar of trees with flowers or brightly colored leaves, and has a map of the Civic Center trees.

The Environmental Committee believes that the updating of the booklet befits neighborhood beautification, tree conservation, community education, community building, and supports community and volunteer organizations as follows:

- Neighborhood Beautification—the booklet helps residents care for and appreciate the trees in Los Altos. It recognizes property owners who take pride in significant trees, adding to the unique character of the City;

- Tree Conservation—the booklet is a resource to raise community interest in the wise selection and care of trees;
- Community Education—the booklet informs landscapers, property owners and city staff on the characteristics of street trees, the City’s Tree Protection Regulations, trees suitable for use under power lines, trees to plant near streams, trees that are resistant to Oak root fungus, how to care for old Oak trees, and a calendar of trees with flowers or brightly colored leaves;
- Community Building—the booklet contains a map of trees at the Civic Center. The booklet encourages residents to take “tree walks” in neighborhoods such as the Civic Center. Tree walks promote health and exercise, and facilitate meeting neighbors and new people in other parts of the city; and
- Support for Community/Volunteer Organizations— the booklet supports local community and volunteer organizations as a fundraising resource.

Subsequent to the last meeting with the City Council, the Environmental Committee received a private grant from Bob and Marion Grimm to cover the publishing costs. The publishing costs range from \$12,000 to \$14,000 for a run of 3,000 booklets. The Grimm’s grant is intended to encourage fundraising for local community and volunteer groups. Therefore, the Committee seeks no additional funding for the booklet’s publication.

With the City Council’s concurrence, the Environmental Committee will publish the booklet. Reference copies will be given free of charge to the Los Altos Library, all local school libraries and senior centers. A majority of the booklets will be available for free to local community and volunteer groups including the History House for their fundraising purposes. City Hall and the History House will offer the booklet to the public for purchase. The public sales through City Hall and the History House are not expected to generate large sums. Any proceeds from the public sales would go in to the general fund. If authorized by the City Council, proceeds from the public sales could fund the Environmental Committee’s environmental education fund through the Los Altos Community Foundation. The Los Altos Community Foundation will handle the distribution and bookkeeping for the *Trees of Los Altos* booklet. The City holds the book’s copyright so revisions can be made easily in the future. Although the Environmental Committee presents this distribution model as a working concept, it welcomes any City Council direction.

ALTERNATIVES

The City Council may defer publication of the booklet to refine its format or content.

David Kornfield, AICP
Associate Planner and staff liaison to the Environmental Committee

EC/dk

DONOR ADVISED FUND AGREEMENT

This Agreement is made on November ²⁰⁰³~~2000~~; by and between ^{The Los Altos}Environmental Committee (hereinafter referred to as "Donor " and the **Los Altos Community Foundation**, (hereinafter referred to as "LACF," a California nonprofit public benefit corporation, located at 183 Hillview Avenue, Los Altos, 94022.

The Donor agrees to create and maintain with the **Los Altos Community Foundation**, a **Designated Fund** ("the Fund") for the purpose of Environmental Education under the following terms and conditions:

FIRST: The **Fund** shall be known as ^{The Los Altos Environmental}Education Fund, a separately identifiable part of LACF Assets. The Fund shall be identified by this name by LACF and its Board of Directors in the course of administration and distribution thereof.

SECOND: It is anticipated by all parties to this agreement that from time to time assets will be donated to the **Fund** for the purpose stated above. If contributions other than cash are made to the **Fund**, such contributions must first be approved by LACF. All contributions shall be administered and distributed in accordance with the terms and conditions of this Agreement.

THIRD: It is understood and agreed by all parties that all assets contributed to the **Fund** shall become an irrevocable gift to the Foundation and legal control and responsibility for the **Fund** rests with the Foundation. In carrying out such responsibilities, the Foundation shall hold, manage, invest, and reinvest the **Fund**, and shall collect the income and shall pay and disburse moneys from the **Fund** for the Fund's purpose in accordance with the recommendations submitted by **Donor's** designated **Advisors**, as long as such recommendations are in accord with the policies of LACF.

FOURTH: LACF acknowledges that the persons listed in Addendum A of this Agreement shall have authority to make recommendations for disbursements from the **Fund**. Schedule A may be amended from time to time by **Donor**. It is understood that in the event that no advisor is able and willing to act, LACF's Grants Committee shall make decisions without an Advisor.

FIFTH: Donor may, at any time, direct LACF to transfer the assets in this Fund to another organization holding a 501(c)(3) charitable designation for investment and management.

SIXTH: Nothing in this Agreement shall affect the status of LACF, which is an organization described in Internal Revenue Code Section 501(c)(3) and is an organization which is not a private foundation within the meaning of Code Section 509(a). It is the express intention of LACF that the Fund be organized and operated to comply with Treasury Regulations Section 1.17A-9(e)(10-13). Nevertheless, both LACF and Donor recognize that gifts from the Fund are intended for the purpose of the Fund. This Agreement shall be interpreted in a manner consistent with the foregoing intention to conform with the requirements of the provisions of federal tax laws and any regulations issued pursuant thereto.

SEVENTH: LACF shall charge and administrative of fee of one percent (1.0%) of the fair market value of the Fund annually. One twelfth (1/12th) of the fees will be deducted monthly. This fee is in addition to Donor's pro-rata share of fees paid by LACF to third parties for managing investments. It is understood that all income and capital gains/losses will be allocated to the Fund quarterly, based on the average fund balance as valued at the end of each month in the quarter.

SEVENTH: LACF shall assume responsibility for check writing, bookkeeping, investment management, tax reporting, auditing and evaluation of projects, and furnishing to Donor, quarterly reports of all Fund income and expenses.

EIGHTH: This Agreement may be amended only by an agreement in writing approved by a majority of the Board of Directors of LACF and Donor. No amendment shall be allowed which is inconsistent with or jeopardizes the Foundations status as an organization described in the Internal Revenue Code sections 170(c) and 501(c)(3), as amended.

NINTH: LACF shall not be liable to any person interested in the Fund for any act or default unless it results from the LACF's bad faith, willful misconduct, or gross negligence, and so long as LACF uses reasonable diligence in the selection of the investment advisors.

TENTH: If there is no activity in this Fund directed by for a period of more than two years, then upon approval of the Board of Directors of LACF, the Fund shall became an unrestricted fund of LACF.

Addendum

A

Los Altos Environmental
The Education Fund

The following persons are the Advisors for the subject Fund:

Kenneth J. Lim

name

[REDACTED]

address

[REDACTED]

phone

email

[REDACTED]

Ann Coombs

name

[REDACTED]

address

[REDACTED]

phone

email

[REDACTED]

Julie Saffren

name

[REDACTED]

address


[REDACTED]

phone

email

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the date written above:

Donor

By:  11/5/03
Name Kenneth J. Lim, Chair, The Los Altos Environmental Committee
Address: c/o David Kornfield, Associate Planner, Community Development Dept., City of Los Altos, One North San Antonio Rd., Los Altos, CA 94022
Phone: 415-749-4710

Los Altos Community Foundation, a California non-profit public benefit corporation,

By: 
Roy E. Lave, Chairman

Addendum
A – revised January 29, 2007

The Los Altos Environmental Education Fund

The following persons are the Advisors for the subject Fund:

LINDA DEMICHEL
name

[REDACTED]
address

[REDACTED]
phone e-mail

Jamie Dinkelacker
name

[REDACTED]
address

[REDACTED]
phone e-mail

ANN COOMBS
name

[REDACTED]
address

[REDACTED]
phone e-mail

ENV Ed
FILE COPY
1/29/07

ENVIRONMENTAL COMMITTEE

The Environmental Committee meets on the second Monday of each month at 7:00 p.m., in the Council Chambers at the City Hall, 1 N. San Antonio Road, Los Altos.

Elizabeth Chien-Hale Term Expires 2011

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Hank Cooper Term Expires 2009

[REDACTED]
[REDACTED]
[REDACTED]

Chair

Linda DeMichiel Term Expires 2009

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Vija Singh Term Expires 2011

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Stephen Anderson Term Expires 2011

[REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]

Ann Coombs Term Expires 2009

[REDACTED]
[REDACTED]
[REDACTED]

David Schink Term Expires 2011

[REDACTED]
[REDACTED]
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[REDACTED]

The City staff liaison to the Committee is Rebecca Zito who can be reached at (650) 947-2620.



DATE: January 14, 2019

AGENDA ITEM # 4

TO: Environmental Commission
FROM: Sarah Henricks, Interim Staff Liaison
SUBJECT: Receive report and updates on Silicon Valley Clean Energy Authority (SVCEA)

RECOMMENDATION:

Receive reports and updates on SVCEA Board of Directors and standing committee meetings;
Provide direction/input on priority programs for MAWG

BACKGROUND

State and Local Mandates
Community Choice Energy
Council Actions
Implementation of SVCEA in the Los Altos Community
SVCEA Structure
SVCEA Sustainability Managers Roundtable updates (September 2017 to April 2018)

For a full review of the topics above, please access the following link

https://www.losaltosca.gov/sites/default/files/fileattachments/environmental_commission/meeting/43111/5_svcea_2018.pdf

To review SVCEA Member Agency Working Group updates (May 2018 to December 2018), please access the following link:

https://www.losaltosca.gov/sites/default/files/fileattachments/environmental_commission/meeting/43119/item_3_svcea.pdf

DISCUSSION

The MAWG did not meet in December 2018. City staff will attend the SVCE County-wide Reach Code Working Group Launch on January 15, 2019 to learn more about the Reach Code project described above. Members of the City Manager's Office and Community Development Department will be in attendance.

Staff will provide an update on the monthly MAWG meetings; Chair Weiden will provide an update on the CPAG meetings. Monthly SVCEA Board of Directors' meeting agenda and selected materials will be reviewed and discussed.

Attachments:

A. January 9, 2019 SVCE BOD meeting agenda packet – selected materials



**Silicon Valley Clean Energy Authority
Board of Directors Meeting**

Wednesday, January 9, 2019
7:00 pm

Cupertino Community Hall
10350 Torre Avenue
Cupertino, CA

City of Campbell

City of Cupertino

City of Gilroy

City of Los Altos

Town of Los Altos Hills

Town of Los Gatos

City of Milpitas

City of Monte Sereno

City of Morgan Hill

City of Mountain View

County of Santa Clara

City of Saratoga

City of Sunnyvale

AGENDA

Call to Order

Roll Call

Public Comment on Matters Not Listed on the Agenda

The public may provide comments on any item not on the Agenda. Speakers are limited to 3 minutes each.

Consent Calendar (Action)

- 1a) Approve Minutes of the December 12, 2018, Board of Directors Meeting
- 1b) Receive November 2018 Treasurer Report
- 1c) **Appoint SVCE Treasurer/Auditor and Board Secretary for 2019**
- 1d) Approve Amended Energy Risk Management Policy
- 1e) Approve Amendment to Financial Policy 6 - Purchasing Policy to Grant the Authority of the CEO to Execute Contracts Implementing the Decarbonization Strategy and Programs Roadmap

Regular Calendar

- 2) CEO Report (Discussion)
- 3) **Elect a Chair and Vice Chair of the SVCE Board of Directors for 2019 (Action)**
- 4) **Appoint Directors to the SVCE Executive Committee for 2019 (Action)**
- 5) Executive Committee Report (Discussion)
- 6) Finance and Administration Committee Report (Discussion)

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Suite 290
Sunnyvale, CA 94087



- City of Campbell
 - 7) Legislative Ad Hoc Committee Report (Discussion)
 - 8) Audit Committee Report (Discussion)
- City of Cupertino
 - Board Member Announcements and Direction on Future Agenda Items
- City of Gilroy
 - Public Comment on Closed Session
- City of Los Altos
 - The public may provide comments regarding the Closed Session item(s) just prior to the Board beginning the Closed Session. Closed Sessions are not open to the public.*
- Town of Los Altos Hills
 - Convene to Closed Session (Community Hall Kitchen)
 - Conference with Legal Counsel – Anticipated Litigation
 - Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
 - One Potential Case
- Town of Los Gatos
- City of Milpitas
 - Report from Closed Session
- City of Monte Sereno
 - Adjourn
- City of Morgan Hill
- City of Mountain View
- County of Santa Clara
- City of Saratoga
- City of Sunnyvale

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Sunnyvale, CA 94087



Staff Report – Item 1c

To: Silicon Valley Clean Energy Board of Directors

From: Girish Balachandran, CEO

Item 1c: Appoint SVCE Treasurer/Auditor and Board Secretary for 2019

Date: 1/9/2019

RECOMMENDATION

Appoint Don Eckert, SVCE Director of Finance and Administration, as the Board Treasurer/Auditor and Andrea Pizano, SVCE Board Clerk/Executive Assistant, as the Board Secretary for 2019.

BACKGROUND

Pursuant to Section 4.11.3 of the Joint Powers Agreement, the Board shall appoint a qualified person to act as Treasurer and a qualified person to serve as Auditor. The Board may appoint a qualified person to serve as both Treasurer/Auditor. The Treasurer/Auditor acts as the depository of the Authority's funds and has custody of all of the money of the Authority. The Treasurer/Auditor reports directly to the Board in the performance of his or her duties as Treasurer/Auditor and must comply with the requirements for treasurers of general law cities. Government Code Section 6505.5 and Section 6 of the Joint Powers Agreement further specifies the duties and obligations of the Treasurer/Auditor.

Pursuant to Section 4.11.2 of the Silicon Valley Clean Energy Authority Joint Powers Agreement, the Board of Directors of the Authority shall appoint a Secretary. The Secretary is responsible for keeping the minutes of all Board meetings (that is, ensuring the minute meetings are completed and retained) and keeping other official records of the Authority. The secretary does not have to be a member of the Board.

ANALYSIS & DISCUSSION

SVCE's Director of Finance and Administration Don Eckert and SVCE Board Clerk/Executive Assistant Andrea Pizano have served as the Board Treasurer/Auditor and Board Secretary, respectively, since 2017. Given their knowledge and experience gained in these roles, staff would recommend that they continue serving in this capacity for 2019.

STRATEGIC PLAN

N/A

ALTERNATIVE

The Board can elect to appoint other individuals for the position of Board Treasurer/Auditor and/or Board Secretary.

FISCAL IMPACT

No fiscal impact as a result of the appointments.



Staff Report – Item 3

To: Silicon Valley Clean Energy Board of Directors

From: Girish Balachandran, CEO

Item 3: Elect a Chair and Vice Chair of the SVCE Board of Directors for 2019

Date: 1/9/2019

RECOMMENDATION

Staff recommends that the Board elect a Chair and Vice Chair of the Silicon Valley Clean Energy Board of Directors to serve for 2019.

BACKGROUND

Section 4.11.1 of the SVCEA Joint Powers Agreement specifies that the Directors shall select, from among themselves, a Chair who shall be the presiding officer of all board meetings, and a Vice Chair, who shall serve in the absence of the Chair. The Agreement also specifies that the term of office continues for one year and there is no limit on the number of terms held by either office.

ANALYSIS & DISCUSSION

The Directors listed below have formally expressed interest in serving as Chair or Vice Chair of the Board:

Chair

Director Abe-Koga, City of Mountain View

Vice Chair

Director Miller, City of Saratoga

Director Smith, City of Sunnyvale

These letters of interest are attached to the report.

STRATEGIC PLAN

The recommendation supports SVCE’s overall strategic plan.

ALTERNATIVE

N/A

FISCAL IMPACT

There is no fiscal impact to the agency as a result of selecting a Chair and Vice Chair of the board.

ATTACHMENTS

1. Director Statement of Interest

December 26th, 2018

Dear Colleagues,

I write to respectfully request your appointment as Chairperson for the 2019 Silicon Valley Clean Energy Board.

It has been an honor to work with all of you on the SVCE Board since 2017. Having been a part of the early beginnings of the SVCE in 2014, when I championed Mountain View's leadership in forming SVCE, and because of Mountain View's large share in the organization, I have endeavored to take an active role on the Board of Directors.

I have served on the Executive Committee and appreciated the in depth discussions we had on upcoming agenda items and major issues, especially as we navigated through program roll out. I would like to continue this work as we confront new challenges and revise our strategy, to adjust to the changing landscape.

Last year, I volunteered and served on the searching/hiring subcommittee, and I am thrilled with our choice in Girish Balachandran, who, I believe has taken SVCE to the next level.

Our greatest challenges have come from the legislative and regulatory front, and I have actively engaged on the Ad Hoc Legislative Committee, offering my experience working in the State Legislature and the networks I've built over the years to advocate for SVCE's interests. I believe we need to continue in this regard, and strengthen our voice by building coalitions with other constituencies that share our interests and work together to advance issues of mutual concern. I've already begun outreach efforts to such groups as business and labor, and believe that being Chair will help in those endeavors.

Having worked closely with Chair Corrigan this past year as her Vice-Chair, I believe I have the experience and knowledge base to serve as Chair, and would be honored to have your vote.

Sincerely,

Margaret Abe-Koga
SVCE Board Vice-Chairperson, Mountain View Representative

Andrea Pizano

From: Howard Miller
Sent: Wednesday, January 2, 2019 4:16 PM
To: Andrea Pizano
Cc: Girish Balachandran
Subject: Re: Reminder: SVCE - Chair/Vice Chair and Executive Committee Selection Process (January BOD Meeting)

I was out of town for a few days...and just saw this. So here is by belated letter (It is too late, I can do it at the meeting...let me know):

I am applying as Vice Chair for SVCE. I have been heavily involved with SVCE since the JPA was formed. I have served on both CEO search committees, service on the original executive and continue to serve on the risk oversight and finance committees. I was heavily involved in recruiting Milpitas to join SVCE, including attending several of their council meetings. As an engineering I have a background and interest to understand some of the complex technical issues. And as elected officials we are all aware of the extreme challenges we face in the ever changing legislative landscape. My background and experience position me to be able to help lead SVCE through the coming challenges.

Thanks!

Howard...

On Dec 24, 2018, at 2:01 PM, Andrea Pizano <Andrea.Pizano@svcleanenergy.org> wrote:

Hello Directors,

Merry Christmas Eve! Sending a reminder to please submit letters of interest for the position of Chair/Vice Chair to me by this Friday, 12/28, for inclusion in our Board packet for the January 9th meeting.

Hope you all have a safe and happy holiday.

Best,

Andrea

Andrea Pizano
Board Clerk/Executive Assistant
(408) 721-5301 x1005
<[image002.jpg](#)>
SVCleanEnergy.org | Follow us [@SVCleanEnergy](#)

From: Andrea Pizano
Sent: Friday, December 14, 2018 2:06 PM
To: Andrea Pizano <Andrea.Pizano@svcleanenergy.org>



456 West Olive Avenue
Sunnyvale, CA 94088-3707

408-730-7473
TDD/TYY 408-730-7501
sunnyvale.ca.gov

This letter was sent and delivered by email

December 27, 2018

Andrea Pizano
Board Clerk/Executive Assistant
Silicon Valley Clean Energy
333 W. El Camino Real, Suite 290
Sunnyvale, CA 94087

Dear Ms. Pizano,

I'm writing to let you know of my interest in seeking the position of Vice Chair of the Board of Silicon Valley Clean Energy. My commitment and experience would serve the organization well.

Glenn Hendricks
Mayor

During my first year of service on the SCVE Board, I worked hard on the Legislative Action committee to advocate for the interests of not just the local agency, but CCAs throughout the state. Also, I succeeded in building connections between CalCCA and state municipal leaders through the California League of California Cities Conference last September. As often as possible, I work to help SVCE in its role to reduce GHG emissions while providing benefits to our customers and community.

Gustav Larsson
Vice Mayor

Jim Griffith
Councilmember

Larry Klein
Councilmember

Nancy Smith
Councilmember

Russ Melton
Councilmember

Michael S. Goldman
Councilmember

Examples of my executive and leadership accomplishments over the years show I am no stranger to Board leadership. While acting as Chair of the Santa Clara Valley Water District Environmental and Water Resources Board, I took advantage of a change in Board Policy to create working groups to allow committee members to meet on topics of interest. My efforts resulting in several policy changes benefiting endangered salmonid populations and management of creeks impacted by homeless people. I've helped found numerous companies and non-profits, including the Third Street Community Center in San Jose.

If the other members of the Board of Directors of Silicon Valley Clean Energy elect me as Vice Chair, I would be honored as I continue to commit enthusiasm and experience to service of SVCE and it's mission.

Yours in service,

Nancy Smith

cc: Kent Steffans, City Manager, City of Sunnyvale



Staff Report – Item 4

To: Silicon Valley Clean Energy Board of Directors

From: Girish Balachandran, CEO

Item 4: Appoint Directors to the SVCE Executive Committee for 2019

Date: 1/9/2019

RECOMMENDATION

Staff recommends that the Board select and appoint SVCE’s Executive Committee for 2019.

BACKGROUND

The SVCEA Joint Power Agreement Section 4.6 specifies that the Board may establish an executive committee consisting of a smaller number of Directors and that the Board may delegate to the executive committee such authority as the Board might otherwise exercise, subject to limitations specified in the Agreement or in the Operating Rules and Regulations.

The duties of the Executive Committee will continue to be to review and provide advice to the Chief Executive Officer and the entire Board on policy, operational and organizational matters and perform such other responsibilities, tasks or activities as delegated to it by the Board.

ANALYSIS & DISCUSSION

Following is a snapshot of the 2018 Executive Committee as well as members who have expressed interest in serving for 2019:

Frequency of Meetings	Composition	Current Members	Directors who have Expressed Interest for 2019
<ul style="list-style-type: none"> Monthly, Currently Fourth Tuesday 	<ul style="list-style-type: none"> Chair Vice Chair Three Additional Board members (5 total) 	<ul style="list-style-type: none"> Chair Corrigan Vice Chair Abe-Koga Director Gibbons Director Sinks Director Smith 	<ul style="list-style-type: none"> Chair Corrigan Vice Chair Abe-Koga Director Gibbons Director Sinks Director Smith

STRATEGIC PLAN

The recommendation supports SVCE’s overall strategic plan.

ALTERNATIVE

N/A

FISCAL IMPACT

There is no fiscal impact to the agency as a result of selecting members of the Executive Committee.



DATE: January 14, 2019

AGENDA ITEM # 5

TO: Environmental Commission
FROM: Sarah Henricks, Interim Staff Liaison
SUBJECT: Receive information and announcements from City staff

RECOMMENDATION:

Receive staff report

BACKGROUND

Monthly staff reports and updates will be discussed as listed below.

DISCUSSION

1. Environmental Commission attendance at winter Council meetings, need Commissioners to attend
 - a. January 22, 2019:
 - b. February 12, 2019:

Attachment:

- A. 2019 City Council Meeting Attendance Assignments



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: January 14, 2019
TO: Environmental Commission
FROM: Sarah Henricks, Interim Staff Liaison

SUBJECT: TENTATIVE 2019 City Council Meeting Attendance Assignments

Please sign up to attend or view (Channel 26 or online) three (3) Regular City Council meetings for 2018. Tentative 2018 Schedule

2019 Regular City Council meeting dates:	Attendance by:
January 8, 2019	Don Weiden
January 22, 2019	
February 12, 2019	
February 26, 2019	
March 12, 2019	
March 26, 2019	
April 9, 2019	
April 23, 2019	
May 14, 2019	
May 28, 2019	
June 11, 2019	
June 25, 2019	
July 9, 2019	
August 27, 2019	
September 10, 2019	
September 24, 2019	
October 22, 2019	
November 12, 2019	
November 26, 2019	
December 10, 2019	

The Joint Meeting with the City Council and the Environmental Commission is tentatively scheduled for Tuesday, May 7, 2019. All Commissioners are expected to attend. All-Commission training was on May 15, 2018, 10:00 A.M. Commissioners are to attend both meetings.

Regular City Council meetings are scheduled to begin at 7:00 p.m. and are held on the 2nd and 4th Tuesdays of the month. If you are unable to attend or view one of the City Council meetings to which you are assigned, please arrange for another Commissioner to attend in your place.