



**Town of Atherton  
ENVIRONMENTAL PROGRAMS COMMITTEE  
MINUTES**

**March 18, 2021**

**1:00 p.m.**

**HOLBROOK PALMER PARK-MAIN HOUSE**

150 Watkins Avenue  
ATHERTON, CALIFORNIA

**REGULAR MEETING**

**1. ROLL CALL**

**Present:** Chair Holly Joseph  
Jennifer Carrico  
Emily Conn  
Kelly Davis  
Councilmember Diana Hawkins Manuelian

**Staff Present:** Stephanie Davis, Principal Planner  
Jake Garcia, Associate Planner

**2. PUBLIC COMMENTS**

No public comment.

**3. COMMITTEE AND STAFF MEMBER COMMENTS:**

Councilmember Hawkins Manuelian updated the committee on air quality discussion with respect to gas powered leaf blowers. She further identified that she has an upcoming meeting with the air quality board and plans to ask questions with respect to Spare the Air Days and offered to pass along any additional questions that the EPC may have.

Chair Joseph suggested that maybe some EPC members would like to sit in on the meeting.

Committee member Carrico expressed interest and was also interested in finding more information on how gas-powered leaf blowers affects lung health.

Committee member Conn indicated she had a recent article that covered the topic.

Committee member Davis shared she had access to research database that may further grant research the topic further.

Holly Joseph introduced the EPC intern Jacqueline Nassiri.

The EPC welcomed EPC Intern Nassiri.

EPC Intern Nassiri introduced herself and provided a brief background of her experiences.

Associate Planner Garcia highlighted the Atherton Waste Wise event to take place in the Holbrook Palmer Park.

Councilmember Hawkins Manuelian asked if the EPC has a booth at the event.

Associate Planner Garcia indicated that the EPC could share resources at the event if they chose to.

The EPC expressed that they would be interested in handing out the Sustainability Brochure.

Principal Planner Davis suggested that if the EPC wanted to include this into the Item 5A of the agenda that she suggests the EPC open up the item for discussion.

#### **4. APPROVAL OF MINUTES**

##### **a. Approval of Minutes from the January 21, 2021 regular meeting.**

The minutes were approved as distributed.

**M/S Davis / Conn**

**Aye: 4    Noes: 0    Absent: 0**

#### **5. REGULAR BUSINESS**

##### **A. Potential 2021 EPC Community Sponsored Event Work Plan**

Associate Planner Garcia presented the memo.

Committee member Carrico highlighted the thought process in drafting the 2021 EPC Sustainability Work Plan.

Councilmember Hawkins Manuelian expressed that she agreed the most logistical way to commemorate a tree which will be newly planted with the new Civic Center versus adding an extra tree to the landscape plan and contract.

Committee Member Conn agreed suggested it would make a nice story in the local press.

EPC discussed logistics of implementing the plan so that the budget is spent within this fiscal year.

Councilmember Hawkins suggested the EPC make a video with sustainability information to be shown at the new Town Library and Civic Center.

The EPC discussed logistics and costs of generating a video.

Principal Planner Davis summarized the discussion for the work plan as discussed by the EPC. Highlighted that all proposed work plan budgetary items would need to be paid within the 2020-21 fiscal year.

The EPC decided to move forward with a work plan that includes a commemorative plaque.

EPC Intern Nassiri suggested that the EPC could send the Town a seed paper bookmark that could also be planted in the garden and that the bookmark could also include facts and information about sustainability.

Chair Joseph asked if this information could be relayed to Town Staff.

Intern Nassiri confirmed she would.

Principal Planner Davis asked if the EPC wanted to include this into the 2021 EPC Sustainability work plan.

The EPC confirmed they would like to move forward with the seed paper bookmark.

The EPC appointed an Ad Hoc Sub Committee of Committee member Conn and EPC Intern Nassiri to further plan the marketing and seed paper bookmark materials should the City Council approve the 2021 EPC Sustainability Work Plan.

## **B. Sustainability Coordinator Position Draft RFP**

Principal Planner Davis presented the memo.

Chair Joseph asked if the document describes relationship between the EPC and the Sustainability Coordinator.

Principal Planner specified that the RFP describes the relationship under the Service agreement.

The EPC recommended that the City Council approve the draft Sustainability Coordinator Position RFP with the amendments that the education requirements to state that a bachelor's degree is preferred but not required.

## **C. OliveSeed's 2021 Earth Day Environmental Literacy and Stewardship Project**

Associate Planner Garcia presented the Memo.

Council Member Hawkins Manuelian passed along the message from OliveSeed’s representative Maureen O’Kicki the request for the EPC or the Tree Committee to connect the with High School events to teach about maintaining healthy urban forestry.

The EPC recommended that the Tree Committee consider the request from OliveSeed.

**6. SET/CONFIRM NEXT MEETING**

- a. The next regular EPC meeting is scheduled for May 20, 2021

**7. ADJOURN**

Meeting was adjourned at 2:49 PM.