

Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** July 6, 2021  
**To:** Honorable Mayor and City Councilmembers  
**From:** City Administration  
**Subject:** Interview for the Opening for a City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives  
To Fill Term from 7-1-2021 through June 30, 2023 (Two year term)  
**Recommendation :** That the Mayor and City Council Interview the Applicant and Discuss Appointment Later in the Agenda  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost:  
Amount: \$

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

**INTRODUCTION:** This item is to request that the City Council Conduct the Interview for the opening for the City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee and Discuss Appointment later in the agenda.

**BACKGROUND:**  
At the December 12, 2016 Sonoma County Transportation Authority (SCTA)/Regional Climate Protection Agency (RCPA) Meeting, the Board of Directors, in response to SCTA/RCPA staff’s request, established a Climate Action Advisory Committee to provide expert citizen input on implementation of the climate action initiatives. This committee meets quarterly.

The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff and project consultants during the development and implementation of climate action programs.

**DISCUSSION:**  
The City sought nominations for the RCPA Climate Action Advisory Committee (CAAC). Each committee member serves a staggered 2-year term. The current City members are as follows:

- Steven Pierce (term expiring 6/30/21), and
- Zeno Swijtink (term expiring 6/30/22).

The City Clerk noticed the vacancy in the Sonoma West Time and News, City Hall Bulletin Board, City emails, and various other social media outlets on several separate occasions and received one application as of the deadline. The application is attached.

A 20-minute interview for the applicant is scheduled as follows:

July 6, 2021

5:40 pm Deborah Burnes

Of Note: SCTA/RCPA Staff received an application from Julie Kawahara but the City of Sebastopol did not receive an application from Ms. Kawahara for this opening. A copy of Ms. Kawahara's application was received from SCTA/RCPA staff when City staff requested the citizen interest form for Ms. Burnes from SCTA/RCPA. Ms. Kawahara's interest form is attached for reference. Per SCTA/RCPA staff, whoever is not selected for this position may have a chance to be nominated to this committee by another RCPA Director.

It is recommended that the Council interview Ms. Burnes who submitted a City application as well as the Citizen Interest Form to SCTA/RCPA.

The Council could also review the attached submittal from SCTA/RCPA staff and schedule an interview with Ms. Kawahara at the next Council Meeting.

**RECOMMENDATION:**

Staff recommends that the City Council conduct the scheduled interview for the opening for the City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee and discuss appointment later in the agenda.

**Attachment:**

Information from SCTA/RCPA on Citizen Committee  
Application / Citizen Interest Form (Burnes) - Ms. Burnes requested the City use the attached City application for this interview  
Citizen Interest Form (Kawahara)

## RCPA Climate Action Advisory Committee

The following is a description of the roles and responsibilities of the Climate Action Advisory Committee (CAAC) and guidelines for how meetings will be conducted.

### Purpose

The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff, and project consultants during the development and implementation of climate action programs. The CAAC will not take official votes or make direct recommendations to any hearing body.

### Composition

The CAAC consists of stakeholders selected by the RCPA Board of Directors, to represent a diversity of viewpoints and areas of technical expertise. Two representatives will be chosen by each RCPA Board members ~~from their respective jurisdictions.~~ Representatives should either live or work in Sonoma County. The RCPA Executive Committee may also extend invitations to additional stakeholders to contribute perspectives not represented by other members, in order to ensure adequately diverse sector representation. None of the members will hold public elective office on a governing board of any city or the County. Representatives are to have the following qualifications:

- General understanding of the goals and objectives of RCPA
- General understanding of climate change policy matters as they relate to local government, planning and project implementation
- Community leadership and ability to represent the sentiment of the community you live in or sector you represent

Sectors sought for representation in the Advisory Group include:

<del>Renewable Energy</del>	<del>Transportation</del>	<del>Education</del>
<del>Agriculture</del>	<del>Social Justice</del>	<del>Open Space</del>
<del>Viticulture</del>	<del>Environmental Justice</del>	<del>Waste</del>
<del>Business</del>	<del>Real estate</del>	<del>Water</del>
<del>Community Non-profits</del>	<del>Health</del>	<del>Building Efficiency</del>
<del>Environmental</del>	<del>Economic Development</del>	

- Buildings (retrofits, electrification, carbon free electricity)
- Transportation (reducing vehicle miles traveled, electrification)
- Waste (decrease waste and consumption, increase reuse)
- Sequestration (promote sequestration, carbon gardens)
- Resilience and Adaptation (grid reliability, natural hazards)
- Equity (environmental justice, diverse representation)
- Engagement and Education (explore community needs and solutions)

### Duration

The CAAC appointments will be for two years and staggered by one year across appointees from each Director. If an appointee is unable to serve the full term, the Director shall identify a replacement who

will serve the rest of the original term. CAAC appointments will be renewed every two years. When a new Director is seated he or she will have the opportunity to confirm or replace the CAAC member.

### **Meetings**

A total of four CAAC meetings will be held each year. Meetings will generally last for ~~two-90 hours~~ minutes including presentations, comments, and questions/answer.

Each meeting will include, but not be limited to, presentation on:

1. Current RCPA projects and programs
2. Future RCPA project and program opportunities
3. Community based efforts (reports from CAAC members)

Meetings will be focused on CAAC members; however, they will be open to public. Because of the limited time available for each meeting, and the nature of the CAAC process, members of the public will be able to provide comments at the end of the meeting. A time limit will be imposed on each speaker during the public comment period.

RCPA staff will be responsible for running CAAC meetings.

The meetings of the CAAC are subject to the Ralph M. Brown Act, and therefore subject to the Act's notice and posting requirements. Following each meeting, minutes will be created by staff and posted to the RCPA website.

### **Expectations of CAAC Members**

Primary role:

Work with staff to develop and implement greenhouse gas reduction programs and measures in Sonoma County communities. CAAC members are expected to attend each quarterly meeting, or check in beforehand with staff. Removal from the committee will be considered after multiple un-communicated absences within a twelve-month period.

Anticipated activities will include:

- Reviewing and considering materials, proposals, ideas and concepts introduced to them by RCPA and jurisdiction staff
- Engaging in constructive discussion with CAAC members and staff about challenges and opportunities in the implementation of climate action measures
- Fostering communication outside of the CAAC regarding progress and outcomes of RCPA initiatives; particularly as they relate to a member's jurisdiction or sector

### **Communication with Staff and Consultants**

Outside of CAAC meetings, RCPA staff will serve as the CAAC liaisons and primary contacts for members. All CAAC member questions, comments, and other correspondence should be directed to RCPA staff. Correspondence from members requiring consultant response or clarification for specific jurisdictions will be forwarded to the appropriate contact through RCPA staff.

**Name:** Deborah Burnes  
**Organization:** Sumbody  
**Mailing Address:** 350 Morris St  
**Phone:** 707 494 2194  
**Age Range:** 55-64  
**Gender:** Female  
**Race/Ethnicity:** Prefer not to say  
**Language:** English

**Main area/Sectors of interest concerning climate action:**

Transportation (reducing vehicle miles traveled, electrification), Waste (decrease waste and consumption, increase reuse), Equity (environmental justice, diverse representation), Engagement and Education (explore community needs and solutions)

**Organizations/Individuals/local communities that you could help engage on climate action as part of your role on the CAAC:**

Being a local business owner for over 25 years I have access to other business owners and Organizations who are interested in helping, but need specific tasks. People are hesitant to get involved if they are not clear with what is expected of them both financially and physically.

**Anything else to add:**

**Acknowledging the Time Commitment:** Please check here to indicate that you commit to attending the four quarterly meetings each year and will check-in with RCPA staff if you are unable to attend a meeting. Meetings are either held during lunch or in the early evening.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council’s priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City’s website <http://ci.sebastopol.ca.us/> and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk’s Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

**APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES**

Contact Information

Assistant City Manager/City Clerk, MMC  
Mary Gourley  
7120 Bodega Avenue  
P.O. Box 1776  
Sebastopol, CA 95473  
Mgourley@cityofsebastopol.org

phone: 707-823-1153  
fax: 707-823-1135

Office Hours: Monday - Thursday - 7:00 am - 5:30 pm (closed 12:00 pm - 1:00 pm for lunch)  
Closed every Friday

**Instructions:**

Use this form to apply to serve on any of the City of Sebastopol’s Boards, Committees or Commissions. Please complete the entire form and either print and mail it to the address above, or email your completed application to [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org). If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by the City Council. If appointed, you have a choice whether you wish to have your contact information visible to the public; however, your information may be made public upon request by (a) member(s) of the public.

**Board, Commission, or Committee being applied for? Planning Commission and**

Name: Deborah Burnes

Home Address, City, State and Zip Code:  
Sebastopol Ca 95472

Home Phone Number: \_\_\_\_\_

If appointed, do you want this number to be visible to the public?

Yes  No

Work Phone Number: \_\_\_\_\_

If appointed, do you want this number to be visible to the public?

Yes  No

Facsimile Number: \_\_\_\_\_

If appointed, do you want this number to be visible to the public?

Yes  No

E-Mail Address: \_\_\_\_\_ If

appointed, do you want this address to be visible to the public?

Yes  No

Are you a registered voter in Sebastopol?

Yes  No

If so, for how long? 31 years

Do you hold a current business license from the City of Sebastopol?

Yes  No

If so, for how long? 27 years

Have you attended a meeting of this body? When?

\_\_\_\_\_

Have you served on, interviewed for, or applied for this body previously?

Yes  No

If so, when? \_\_\_\_\_

Present Employer: Sumbody

Job Title: CEO

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Please list civic or charitable organization to which you belong or have belonged:

REACH school  
Roustabout Theater

Over the years I have also been involved in many nonprofit organizations from schools to local charities through volunteer and fundraising.

Have you been an officer in any of these organizations? If so, please list position held and dates:

I was the founder and director of REACH school in Sebastopol and worked closely with the school board. I took it from idea to opening. I was the President of the board for the first two years. At the time it was called Mariposa. During my time there we went from my living room, to The Sebastopol community Center to the Brook Haven campus which I oversaw. This was from 2000 to 2002.

I started Roustabout Theater at the Wells Fargo Center which was founded as a non profit and was on the board 2005.

What special interests, skills and talents would you bring to this board, commission, or committee?

As a mother of two women who were raised in Sebastopol and are serving the community, I feel it is my time to get more involved. One of my daughters is a doctor and one is a nurse. Both remained in Sonoma County when we were evacuated from fires to treat patients at what was then Palm Drive Hospital. They have also both spent the last year and a half working on the front line in Covid wards. Through their eyes I have seen the need in our communities.

As a business owner who is been here for over 23 years I have watch the community change, grow and reinvent. As a local business owner I hear, see and feel both the changes and the needs.

As a community member I've witnessed how are town has changed in the 37 years I have been here. These three unique perspectives give me a broad picture and a unique insight.

I have spent my career working to better the planet and our personal health. This is a subject near and dear to me. My first book "Look Great, Live Green" was the Omnivores Dilemma of the beauty industry. I was the whistleblower of one of our largest industries and how it was negatively affecting the planet as well as our personal health. When I started my company over 23 years ago I used recycled lumber, bamboo flooring, limited packaging and refused to put toxic chemicals in my products. My subsequent books have also been on the environmental and personal impact of chemicals in skin care.

I feel both of these committees go hand-in-hand as we plan we have to look at the impact on the environment.

As a business owner managing 30 plus personnel I bring the ability to work with all different types of people, bring different ideas together, maintain a cohesive group and create a positive outcome. This is not always an easy task and takes years of management experience.

While I do see the destruction happening to the environment I also see a bright future. I believe to succeed we will need to work together. Communities will become stronger and shared resources will become more prevalent. I don't just look at the problems I see solutions and I feel both excited and honored to be part of that.

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

Valley College AA  
Northridge College

My undergraduate studies were in child psychology, and chemistry.

Please list any special awards or recognition you have received:

I've been the natural beauty contributor at the Huffington Post, adviser to Dr Frank Lipman and Dr Oz, have tons of press about me, the keynote speaker at the Society of cosmetic chemists, and have taught many master classes at international conventions such as Sustainatopia and HBA.

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

Helping our community migrate the challenging years that lie ahead. I want to be a part of finding solutions that help us thrive as a community and leave the world a better place for children and grandchildren. Climate change action needs to be taken, fast. I spent countless years researching solutions and would love to be part of the team that's both planning for future and initiating positive change that will help us endure the challenges ahead such as drought, fire, homelessness and the rising cost of living.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes       No

If yes, please state name of organization/employment: \_\_\_\_\_

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes       No

How did you hear about this opening?

From Mary Gourley

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

What do you think qualifies you to be appointed to this board/committee/commission?

My passion for Sebastopol, the environment, climate change and creating a sustainable community are the most important qualifications needed of for being on these committees. Believing in the adidge think globally act locally, I want to be a part of the change. As more towns create solutions to the challenges were all facing we become a example of what we can do to make the changes needed. We need people who can make things happen to ignite the change that leads the way to a better future. Just as I took REACH school from Idea to Concepcion, I know how to visualize change and bring it to action.

Are there particular issues you think the board/committee/commission should concentrate on?

Water supply, unhoused, clean Energy resources, conservation, Community outreach, food distribution, waste reduction.

How should community comments be integrated into the board/committee/commission decision-making process?

I believe all the unity members should have a voice. I think it's important they feel heard and responded to. Questions can be email prior to meetings and addressed or time allotted at meeting for Community members to address concerns. It's important that community members feel heard and are responded to. I can see partnering with other outlets or having a newsletter that lets community members know issues and resolution. I hear quite often people are trying to reach council members I never get a response. While it may be hard to answer 1 by one we can do it via a monthly or quarterly update. That wait community members may understand that they might not be immediately responded to but they will be heard and a response will be offered.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

I feel it's important have different opinions. Being disagreed with does not discourage me, it helps me grow as an individual. It's not the disagreement that matters, it is how we treat and talk to each other in light of not having the same view. I also feel like it pointless to continued disagreements. Once your point is made on a Committee you have to go with the consensus. There has to be a way to move forward when committees don't agree in the bottom line is it's not always going to be what you think is correct.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

I would Voice my opinion when the proposal comes before us, and when the city finds that it's consistent with their policies I would support that decision. Depending on how strongly I felt and how many other people Felt the way I did I would see if there was potentially a way we made look at the policy and if it was time to update it. We are seeing this unfold right before us with antiquated policies in police departments causing unnecessary death. Police departments are currently looking at ways that they can respond to calls of mental health and disputed issues. I think constantly looking if policies are still relevant it's important to grow and change with the needs of the community.



I certify that I have thoroughly read and understand all material in this application.

Applicant's Signature : \_\_\_\_\_

Applicant's Name (PLEASE PRINT): Deborah Burnes

Date: June 2 2021

**Name:** Julie Kawahara  
**Organization:** Julie A Kawahara  
**Mailing Address:** 1583 Schaeffer Road, Sebastopol, CA 95478  
**Phone:** 7077990908  
**Age Range:** 55-64  
**Gender:** Female  
**Race/Ethnicity:** Asian or Asian American  
**Language:** English

**Main Areas/Sectors of interest concerning climate action:**

Waste (decrease waste and consumption, increase reuse), Sequestration (promote sequestration, carbon gardens), Equity (environmental justice, diverse representation), Engagement and Education (explore community needs and solutions), Impacts on health, building leadership

**Organizations/Individuals/local communities that you could help engage on climate action as part of your role on the CAAC:**

LGBTQ+ (Positive Images), Native American Pomo tribes (YaKaAma), BIPOC - Sunrise Movement, Latinx (Latino Service Providers, Los Cien), Pepperwood Preserve, Community Action Partnership, SRJC, SSU - Community Engagement, United Way of the Wine Country

**Anything else to add:**

Long-time resident of Sonoma County, and have worked with the County Health Department, Human Services both as employee and consultant. In addition, numerous nonprofits as organizational development and leadership consultant. Understand systems very well. Migrating my practice from a health and social service orientation to a climate solutions under the pillars of health, equity and community engagement. Please contact me if you need more information.

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