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UNAPPROVED DRAFT ACTION MINUTES

CLIMATE ACTION COMMITTEE
CITY OF SEBASTOPOL
MINUTES OF OCTOBER 13, 2026

CLIMATE ACTION COMMITTEE:

The notice of the meeting was posted on October 8, 2026.

1. **CALL TO ORDER:** Chair Ocon called the meeting to order at 3:33 p.m.

2. **ROLL CALL:**

Present: Chair Emily Ocon,
Committee Member Steve Pierce (Participating remotely: "just cause"),
Committee Member Kenna Lee (arrived late at 3:39),
Committee Member Lila Newton (arrived late at 3:38),
Committee Member Sunny Galbraith,
Committee Member Mark Szatmari
Absent: Committee Member/Councilmember Phill Carter
Staff: Eva Kelly, Interim Contract Planning Director
Eli Arreola, Associate Planner
Tori Henkel, Permit Technician

3. **STATEMENTS OF CONFLICT OF INTEREST:** None.

4. **COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA:** None.

5. **REVIEW OF ACTION ITEMS/APPROVAL OF MINUTES:** September 8, 2026

Chair Ocon made a motion to approve the minutes of September 8, 2026, as submitted.

Committee Member Newton seconded the motion.

VOTE: 6-0-0-1
Ayes: Committee Members Szatmari, Galbraith, Newton, Lee, Pierce, Chair Ocon
Noes: None
Abstain: None
Absent: Committee Member Carter

6. **PLANNING DEPARTMENT REPORT was given by staff**

7. **CITY COUNCIL LIAISON REPORT was skipped due to Committee Member Carter being absent**

8. **REGULAR AGENDA:**

   A. **Boards, Commissions, and Committees Handbook Discussion**

Chair Ocon made a motion to approve the Boards, Commissions, and Committees Handbook with the following modifications:

a. Change the youth applicant ages to 15-23
b. Take out "Climate Action Plan"; only have "Climate Action Framework"
c. Add "Advise on items brought to the CAC from City Departments"

Committee Member Lee seconded the motion.

VOTE: 6-0-0-1
Ayes: Committee Members Szatmari, Galbraith, Newton, Lee, Pierce, Chair Ocon
Noes: None
Abstain: None
Absent: Committee Member Carter

   B. **Discuss Systems-Level Thinking Approach to Future Climate Action Committee Meeting Items was discussed**
   *This item was postponed from the September 8, 2026, CAC meeting

   C. **Volunteer Opportunities were discussed:**
      a. **Debrief/Recap of Laguna Clean-up on Sept. 19**
      b. **Debrief/Recap of Fall Compost Giveaway Event on Oct. 11**
      c. **Zero Waste Food Education Event on Oct. 14**
      d. **Others?**

   D. **Working Groups Report Out was discussed**

   E. **Chair Report was skipped, as nothing to report**

   F. **Member Announcements were given**

   G. **Input from Members Regarding Next Meeting Agenda was discussed**

   H. **Review of Action Items was conducted**

9. **ADJOURNMENT:** Chair Ocon adjourned the meeting of the Sebastopol Climate Action Committee at 4:54 p.m. The next regular Climate Action Committee meeting will be held on November 10, 2026, at 3:30 p.m.