



**City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Wednesday, August 4, 2021 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Preya Nixon at pnixon@cityofstheleena.org

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Active Transportation and Sustainability Committee meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/85754227062>

Or One tap mobile :

US: +16699006833,,85754227062# or +12532158782,,85754227062#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 857 5422 7062

International numbers available: <https://us02web.zoom.us/j/85754227062>

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1. CALL TO ORDER
2. OATH OF OFFICE
 - 2.1. Oath of Office for Katherine MacDonnell
3. ROLL CALL
 - Committee Chair: Vacant, Vice Chair: Glenn Smith
 - Members: Jeff Farmer, Madelyn Chandler, Leslie Stanton, John Zimmerman
 - Alternate Members: Terra Sampson, Katherine MacDonnell
 - City Council Member Liaison: Paul Dohring, Vice Mayor

Staff Liaison: Preya Nixon, Asst. to the City Manager

4. PUBLIC FORUM:

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

5. REPORTS BY STAFF AND COMMITTEE:

Reports by staff and/or committee on items of general interest. **Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.**

5.1. Public Works Update

6. CONSENT CALENDAR:

Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

6.1. Active Transportation and Sustainability Committee Meeting Minutes of July 7, 2021

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[Active Transportation and Sustainability Committee - 07 Jul 2021 - DRAFT MINUTES](#)

7. SCHEDULED MATTERS:

7.1. Presentation and Discussion of the City's Draft Integrated Pest Management Policy

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[City of St. Helena Integrated Pest Management Policy-DRAFT](#)

8. FUTURE AGENDA ITEMS

- 8.1. -City Paving Program Update/Presentation
- Active Transportation Plan Phase I
- Review of "Main Street" document items related to safer street concepts on Main Street
- Subcommittee on ATSC responsibilities
- ATSC Chair and Vice Chair (October)

9. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for September 1, 2021 at 5:00 pm, at a location to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on July 30, 2021

/s/ Preya Nixon

Preya Nixon, Asst. to the City Manager

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Active Transportation and Sustainability Committee Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Active Transportation and Sustainability Committee Meetings:

1. Watch and Listen on Zoom.us by clicking on the link in the Active Transportation and Sustainability Committee Agenda
2. Listen only by calling the Zoom number listed on the Active Transportation and Sustainability Committee Agenda

Watch the Active Transportation and Sustainability Committee Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
 1. Before joining the virtual Active Transportation and Sustainability Committee Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
 2. If you are logged into your account, Enter the **Meeting ID** listed on the Active Transportation and Sustainability Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
 3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
 4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
1. **Listen Only by Telephone:**
 1. **Dial** the number listed on the Active Transportation and Sustainability Committee Agenda.
 2. At the prompt, enter the **Meeting ID** provided on the top of the Active Transportation and Sustainability Committee Agenda and **Press #. A participate ID is not required.**
 3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Active Transportation and Sustainability Committee Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO ATSC and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

1. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

1. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



DRAFT MINUTES
City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting

Wednesday, July 7, 2021 @ 5:00 PM

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1. CALL TO ORDER
Vice Chair Smith called the meeting to order at 5:02 p.m.
 2. OATH OF OFFICE
 - 2.1. Oath of Office for Terra Sampson, John Zimmerman and Jeff Farmer

Oath of Office was held by City Clerk Cindy Tzaopoulos
 3. ROLL CALL

The following were present:
Committee Chair: Vacant, Vice Chair: Glenn Smith
Members: Jeff Farmer, Madelyn Chandler, Leslie Stanton
Alternate Members: Terra Sampson
City Council Member Liaison: Paul Dohring, Vice Mayor
Staff Liaison: Preya Nixon, Asst. to the City Manager

Committee Member John Zimmerman was excused

Public Works Director Mark Rincon
Public Works Management Analyst Martin Beltran

Justin Marquez, Community Development Manager, MCE
 4. PUBLIC FORUM:
No public comment was received.
 5. REPORTS BY STAFF AND COMMITTEE:

Reports were held.
 6. CONSENT CALENDAR:
Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 6.1. Active Transportation and Sustainability Committee Meeting Minutes of June 2, 2021

A motion was made by member Farmer and seconded by Vice Chair Smith to approve the minutes for the meeting held on June 2, 2021.

The motion was passed by Vice Chair Smith, member Farmer, Member Chandler and Member Stanton

7. SCHEDULED MATTERS:

7.1. Presentation from Marin Clean Energy on sustainability programs

*Justin Marquez from MCE presented the item
Committee discussion was held
Public comment was taken (none)*

8. FUTURE AGENDA ITEMS

- 8.1. -Integrated Pest Management Policy (August)
- City Paving Update/presentation
- Active Transportation Plan Phase I (Anticipated for September)
- Review of "Main Street" document items related to safer street concepts on Main Street
- Subcommittee on ATSC responsibilities
- ATSC Chair and Vice Chair

9. ADJOURNMENT

Vice Chair Smith adjourned the meeting at 6:32 p.m.

The next regular Active Transportation Committee meeting is scheduled for August 4, 2021 at 5:00 pm at a location to be determined.

Approved

Attest

Chair

Preya Nixon,
Assistant to the City Manager



City of St. Helena Integrated Pest Management (IPM) Policy

What is IPM and Why Have an IPM Policy?

According to the US EPA: Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment.

Scope of Policy:

This policy governs not only Department of Public Works employees, but also contractors hired by the City and persons acting under the authority or on behalf of the City in the care and maintenance of City parks, landscaped areas, and all other City owned properties as applicable. The term "pesticide" is a general term that includes herbicides, insecticides, fungicides, and rodenticides.

IPM Policy:

The City of St. Helena is committed to a comprehensive Integrated Pest Management (IPM) program guiding the management of its parks and open spaces, landscaped areas, public right-of-ways, buildings and other essential public properties.

The purpose of this IPM program is to ensure and enhance the health, safety and welfare of citizens, visitors, and City staff by clearly defining the City's pest management strategy, the priorities for administering this strategy, and the various means by which these priorities may be realized. Public access to records and information relating to the City's pesticide use is an essential component of a success full IPM program, and the City of St. Helena is fully committed to providing all pertinent information to the public in a timely, comprehensive, and understandable manner.

The City realizes that some pesticides are potentially hazardous to human health and the environment, and shall administer this IPM program with a focus on long term suppression of pest problems with minimum impact on human health, non-target organisms, and the environment. Least toxic pesticides are used only after monitoring indicates such a need, pursuant to the provisions of this policy.

The City of St. Helena's IPM program will include the following components:

- a) Educate and train City staff including contractors, landscapers, and facility managers in the IPM program, practices and policy.
- b) Require City pesticide application contractors to implement the IPM Policy on all property owned, leased, or managed by the City and to report the types and amounts of pesticides used by the contractor on City said property.
- c) Reduce to the maximum extent practicable the use of pesticides.
- d) Consider taking a "no-action" approach in addressing certain pest control issues.
- e) Review and consider available non-chemical options (i.e. cultural, biological and mechanical) before using a chemical pesticide.
- f) Identify pests and least toxic methods to control pests.
- g) Identify, evaluate and minimize or eliminate conditions that encourage pest problems.
- h) Conduct careful and efficient inspection, monitoring, and assessment of pest problems by designated personnel or contractor knowledgeable of IPM methods.
- i) Maintain records by City departments on IPM methods considered and used to prevent and control pests.
- j) Comply with all applicable state and federal regulations, including pesticide use and reporting.
- k) Provide open public access to all IPM program information and records via website.
- l) Conduct decision-making based on the best available science and data.
- m) Keep the County Agricultural Commissioner informed of water quality issues related to pesticides and of violations of pesticides regulations (e.g., illegal handling) associated with storm water management.

Integrated Pest Management Coordinator

The City shall designate an IPM Coordinator. The IPM Coordinator is primarily responsible for implementing the IPM Policy and coordinating efforts to implement IPM techniques within the Public Works Department. The Coordinator is responsible for communicating goals and policy decisions to appropriate City staff and contractors, as well as ensuring proper training of all employees involved with the IPM program, and all contractors who perform landscape maintenance on the City's behalf.

Only individuals specifically designated by the IPM Coordinator as Pesticide Applicators shall be permitted to apply pesticides on City parks, landscaped areas,

and other essential public lands as determined in this policy. Applicators shall possess a Qualified Applicator License or Qualified Applicator Certificate issued by the California Department of Pesticide Regulation.

The IPM Coordinator is responsible for ensuring that pesticide use is recorded and made available for public review pursuant to the provisions of this policy.

Education and Training of Staff

Education and training of personnel is critical to the success of this IPM program. Employees involved in the maintenance and associated operations of City property, including the City's parks, landscaped areas, and other essential public lands, or with the purchasing, storage, handling, and application of pesticides shall receive all the mandated, necessary, and reasonable IPM training required to perform such work in an efficient and safe manner, consistent with the provisions and intent of this policy.

Continuing Education Unit (CEU) training in IPM and training in the use of nonchemical methods of pest control are important to a successful program. In addition to formal training, the City shall provide "Safe Handlers" training to all staff assisting in the application, storage or handling of pesticides or pesticide-related equipment. This shall include training specific to the IPM Policy. To the greatest extent practicable, City staff will ensure that all contractors hired to perform IPM related work on the City's behalf have received appropriate education and training. The Public Works Department is dedicated to providing adequate funding and budget planning to maintain training and educational opportunities for all employees.

Use of Alternatives to Pesticides

The City is fully committed to the use of pesticide alternatives whenever practicable. Currently, the Public Works Department utilizes the application of mulch materials for weed suppression and to encourage plant health. The Parks Division occasionally uses a weed torch as a post emergent weed control (this method is used during the winter months not during fire season). Extreme care must be exercised with the use of weed torches to avoid touching off unwanted conflagrations, so their use is limited by site and environmental conditions.

Criteria for Selection and Use of Pesticides

There shall be no non-exempt pesticide applications permitted within City playgrounds, picnic table areas, and on the grounds of City Hall and the Library.

It is understood that a completely weed free landscape environment is not a goal to which the City shall aspire. The Public Works Department shall maintain landscaped

areas reasonably weed free, to preserve the function, and reasonable aesthetic appearance of public areas and City facilities. With this goal in mind, and considering the Parks Division staffing levels and the division's ability to provide fundamental services, the Public Works Department shall select pesticides of the least toxic formulation from the list of Approved Use Products included in this policy.

Pesticides shall be used only after all other non-pesticide means of weed control have been utilized or have been determined to be not feasible in a particular application due to site factors, ability of staff to provide a particular function or service, or other pertinent factors.

Application of pesticides shall comply with the provisions of this policy.

As with the criteria for selection and use of all pesticides, the selection and use criteria for pesticides shall conform to standard IPM principles.

Different Levels of Toxicity: The U.S. EPA designates categories or different levels for pesticides to indicate the hazard level of toxicity. They are listed below:

Level I: Highly toxic and severely irritating (signal word used is: Danger)

Level II: Moderately toxic and moderately irritating (signal word is: warning)

Level III: Slightly toxic and slightly irritating (signal word is: caution)

Level IV: Practically non toxic and not irritant (no signal word is required)

The goal of the IPM is to eliminate the use of Category I and II and minimize the use of Category III and IV. Currently, the City is already adhering to this protocol.

IPM Policy General Requirements:

1. Eliminate pesticides classified as Toxicity Category I and Category II by the United States Environmental Protection Agency (US EPA).
2. Minimize the use of pesticides classified as Toxicity Category III and Category IV by the United States Environmental Protection Agency (US EPA).
3. Eliminate the use of pesticides that are classified by government agencies as known probable or possible carcinogens, reproductive toxicants (teratogens, mutagens), endocrine disruptors, carbamates, organophosphates, or ground water contaminants.
4. Use pesticides only when necessary and select a pesticide that is both effective and least toxic.
5. Designate playground and picnic table areas on City property as pesticide-free to the extent possible.

6. Comply with the Phase II National Pollutant Discharge Elimination Permit (NPDES) Permit by implementing the following landscape maintenance and design practices:
 - a. Use native and/or climate appropriate plants as well as mulching and other bayfriendly landscaping principles and practices to reduce the amount of water, pesticides and fertilizers used.
 - b. Prevent application of pesticides and fertilizers during irrigation or within 48 hours of predicted rainfall with greater than 50% probability as predicted by National Oceanic and Atmospheric Administration (NOAA) 20.
 - c. Limit or replace pesticide use with alternatives using cultural, mechanical or biological.
 - d. Prohibit application of pesticides as required by the regulations California Department of Pesticide Regulation (CA DPR) 11-004 Prevention of Surface Water Contamination by Pesticides enacted by the Department of Pesticide Regulation.
 - e. Minimize irrigation run-off by maintaining sprinkler system and modifying irrigation schedule.

IPM Applications and Guidelines:

Only persons specifically authorized by the IPM Coordinator as pesticide applicators will be permitted to bring or use pesticides on City property. Use of pesticides by pesticide applicators is limited to those products on the Approved Use or Limited Use Product list. Pesticide applicators must follow regulations and label precautions. Applicators will have training in IPM and must comply with the City's IPM.

Methods And Product Selection and Product Use Approval:

It is the policy of the City to use least-toxic IPM principles to manage pest populations. Except for pesticides granted an emergency exemption, the City will not use any products on the banned use product list below. If it is determined that an EPA registered pesticide must be used, then the least-toxic material will be chosen. Products will be divided into three classifications: Approved Use List, Limited Use List and Banned Use List. If the use of a material not on either the Approved Use List and the Limited Use List is deemed necessary, the IPM Coordinator may apply for an emergency exemption.

Approved Use, Limited Use and Banned Use Products Lists:

The IPM Coordinator shall maintain a list of all pesticides that have been approved for use by the Public Works Director along with any restrictions for such use. This list shall be referred to as the Approved Use Products List.

The Approved Use Products List/Methods shall include, but not be limited to:

- A) Insecticides, non-SGAR rodenticides, baits, and traps
- B) Caulking agents and crack sealants
- C) Borates, silicates and diatomaceous earth
- D) Soap based products
- E) Natural products on the FIFRA's 25 (b) list (40 CFR part 152.25 (g) (I))
- F) Natural products on the California Certified Organic Farmers list
- G) EPA GRAS-generally recognized as safe products pursuant to federal EPA standards
- H) Cryogenics, electronic products, heat and lights
- I) Biological controls, such as parasites and predators
- J) Microbial pesticides
- K) Insect growth regulators
- L) Physical barriers

Limited Use Products

On a quarterly basis, the IPM Coordinator may submit a written recommendation to the Public Works Director for approval that a particular pesticide(s) not on the Approved List be approved for use for a specific and limited purpose. The Limited Use Products may be allowed to be used for a short and defined exemption period, not to exceed one year. The request must be reviewed by the Public Works Director and signed by the IPM Coordinator. The Public Works Director may grant a limited use exemption upon a finding that the City department or pesticide applicator has:

- A) Identified a compelling need to use the pesticide
- B) Made a good-faith effort to find alternatives to the particular pesticide
- C) Demonstrated that effective, economic alternatives to the particular pesticide do not exist for the particular use; and
- D) Developed a reasonable plan for investigating alternatives to the banned pesticide during the exemption period.

Banned Use Products List: The following high health-risk pest management products are completely banned from use on City property:

- A) Pesticides on the California's Proposition 65 list (the Safe Drinking Water and Toxic Enforcement Act of 1986, materials known to the State to cause cancer or reproductive or developmental toxicity)
- B) Pesticides classified as Toxicity Category I and Category II by the United States Environmental Protection Agency (USEPA)
- C) Organophosphates, organochlorines, or carbamates listed by the United States Environmental Protection Agency (Office of Pesticides Programs, Document 735-F99-14, May 1999), or California Environmental Protection Agency, Department of Pesticide Regulation Chemical Inquiries Database
- D) A known carcinogen (including products like RoundUp), probable carcinogen, or

possible carcinogen identified by the United States Environmental Protection Agency per “List of Chemicals Evaluated for Carcinogenic Potential”

- E) Any known endocrine disruptor listed by the United States Environmental Protection Agency or the European Union, Endocrine Disruptors website
- F) Foggers, bomb, fumigants or sprays that contain pesticides identified by the State of California as potentially hazardous to human health (CFR 6198.5)

Posting:

The City will adhere to the posting requirements per the CA DPR. In addition, specific sites where posting will be done are identified in the (schools per the Healthy Schools Act (HSA) and the posting time period is identified as from 24 hours prior and 72 hours post application.

Noticing of Pesticide Use:

- A) Signs will be posted at highly visible locations at the entrance to the area where the pesticide is applied.
- B) Signs of a standardized design that are easily recognizable to the public and workers will be used.
- C) Signs will contain the name and active ingredient on the pesticide product used, the target pest, the date of application and then name and contact number for the City representative that can answer questions regarding the application.
- D) Noticing will not be required in right of way areas where pedestrians do not travel or are not.