



# City of Sunnyvale

## Meeting Minutes

### Sustainability Commission

---

Monday, November 18, 2024

7:00 PM

Online and Bay Conference Room,  
City Hall, 456 W. Olive Ave.,  
Sunnyvale, CA 94086

---

#### **CALL TO ORDER**

Chair Veitch called the meeting to order at 7:02 p.m. in the Bay Conference Room (Room 145) at City Hall.

#### **SALUTE TO THE FLAG**

Chair Veitch led the salute to the flag.

#### **ROLL CALL**

**Present:** 6 - Chair Tonya Veitch  
Vice Chair Jeffery Nabhan  
Commissioner Cortney Jansen  
Commissioner Bobbykin Makwana  
Commissioner Richard Parenteau  
Commissioner Kristina Pistone  
**Absent:** 1 - Commissioner Douglas Kunz

Commissioner Kunz's absence was excused by general consent.

Council Liaison – Councilmember Melingher (absent)

Council Liaison – Councilmember Sell (present)

#### **ORAL COMMUNICATIONS**

Joe inquired about Sunnyvale's Public Library construction project and requested that a green roof be considered in the design plans.

#### **CONSENT CALENDAR**

1      [24-1163](#)      Approve the Sustainability Commission Meeting Minutes of October 28, 2024

Commissioner Parenteau moved, and Commissioner Jansen seconded, a motion to approve the consent calendar. The motion carried by the following vote:

**Yes:** 6 - Chair Veitch  
Vice Chair Nabhan  
Commissioner Jansen  
Commissioner Makwana  
Commissioner Parenteau  
Commissioner Pistone

**No:** 0

**Absent:** 1 - Commissioner Kunz

### **PUBLIC HEARINGS/GENERAL BUSINESS**

- 2      [24-1164](#)      Recommendation to the Council Subcommittee on Board and Commission Effectiveness

The Commission provided comments, questions and recommendations for the Chair and Vice Chair to bring to the Council Subcommittee on November 19, 2024, to improve on Board and Commission Effectiveness.

The following recommendations were drafted for the Chair and Vice Chair:

- Potential for community news channel for more effective communication between members of the public and Commissions. Leverage Neighborhood Association newsletters and/or Horizon newsletter for the City to push out information on what the Commissions do, and what discussion topics are agendaized.
- Clarification for the public on why Commissioners cannot respond directly. Response could also include general guidance on the purview of the Sustainability Commission.
- Additional information in meeting minutes. Potential opportunity for staff liaisons to utilize Zoom transcription tool to develop a summary of meeting minutes.
- More Joint Study Session meetings for Commissioners to meet on topics that intersect between two or more Commissions.
- Commissioners should attend annual Chair and Vice Chair training.
- Add highlights on Commission webpage to announce annual key achievements.

- Appreciative of oral communications being first item on agenda and would like it publicized on the City's website.
- Additional opportunities not on weekday evenings that would happen infrequently for members of the public to provide oral communications.

**3**      [24-1165](#)      Approve 2025 Draft Annual Work Plan

The Commission discussed finalizing the Draft 2025 Annual Work Plan. The Draft Work Plan was prepared by staff in consultation with the Chair and Vice Chair and reflects topics prioritized by the Commission.

Chair Veitch opened the public hearing at 8:04 p.m.

No public comments were made.

Chair Veitch closed the public hearing at 8:05 p.m.

Vice Chair Nabhan moved, and Commissioner Parenteau seconded, a motion to approve the 2025 Draft Master Work Plan.

The motion carried by the following vote:

**Yes:** 6 -    Chair Veitch  
                 Vice Chair Nabhan  
                 Commissioner Jansen  
                 Commissioner Makwana  
                 Commissioner Parenteau  
                 Commissioner Pistone

**No:** 0

**Absent:** 1 -    Commissioner Kunz

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None.

**NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

Commissioner Parenteau inquired about additional staff listening in to the meeting.

Christina Raby, Interim Environmental Programs Manager, responded that the City Clerk was training staff how to host public meetings in the Bay Conference Room.

Commissioner Jansen shared a KQED episode called 'Power Metal' Examines the Cost of Our Battery-Powered Lives, for the Commission to listen to.

Commissioner Parenteau asked when WayMo will be in Sunnyvale.

Councilmember Sell responded that in the City Manager's Update Sunnyvale newsletter, there is an article on when WayMo will be in Sunnyvale.

**-Staff Comments**

Ms. Raby reported on past and upcoming events.

**INFORMATION ONLY REPORTS/ITEMS**

[24-1166](#) Annual Work Plan November 2024

**ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.