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San Francisco Public Utilities Commission
Citizens' Advisory Committee

MINUTES – FINAL APPROVED

Tuesday, October 25, 2011

5:30 p.m. – 7:00 p.m.

1155 Market Street, 4th Floor Conference Room

Members:

Alex Lantsberg – Chair	Stephen Bjorgan	Jessica Patricia Buendia
Doug Cain	Donald R. Carmignani	Jennifer Clary
Walt Farrell	Richard T. Hansen	Mike Marshall
Art Jensen	Terrence Jones	Dairo Romero

Staff Liaisons: Jean Walsh and Teresa Young

ORDER OF BUSINESS

1. **Call to order -** Chair Lantsberg called the meeting to order at 05:48 p.m. when the panel achieved quorum.

   Roll Call

   Present: Chair Lantsberg, T.Jones, A.Jensen, J.Clary, D.Carmignani, R.Hansen, D.Cain, W.Farrell, M.Marshall, S.Bjorgan

   Absent: D.Romero, J.Buendia

2. Approval of the **September 2011** meeting minutes

   J.Clary moved; D.Cain seconded. Minutes approved by acclamation.

3. **Public Comment** – No public comment.

   Brian Moore from the Hilton in Union Square was invited by T.Jones as a potential CAC member (large water user) to see how CAC membership and meeting process works.

   Jean McKinney (potential CAC member representing District 8 – process in motion) introduced herself.

Edwin M. Lee
Mayor
Anson Moran
President
Art Torres
Vice President
Ann Moller Caen
Commissioner
Francesca Vietor
Commissioner
Vince Courtney
Commissioner
Ed Harrington
General Manager

4. **Report from the Chair**

CAC membership status

Chair Lantsberg informed CAC that L.Tam (previous Wastewater Chair) is currently on maternity leave and does not plan to return to the CAC. T.Jones has agreed to serve as the interim Wastewater Chair for the next couple of months.

A. Lantsberg made a presentation to Commission today (October 25):

1) New members and orientation, sunshine, strategic planning, and;

2) Asked them to consider how CAC could be a greater service to them on issues they are tackling.

Rescheduling November/December meeting to elect new CAC officers:

Chair Lantsberg proposed to combine November and December meetings and reschedule for week of second week of December. J.Walsh and Chair Lantsberg to schedule and send out meeting invite. This meeting is to ideally vote for a new Chair and other CAC officers to take over in January 2012.

R.Hansen moved to reschedule meeting for the second week of December. T.Jones seconded.

Chair Lantsberg informed members open CAC officer positions up for election are: Chair, Vice Chair, and Secretary. If CAC members are interested in nominating someone for a position, they should inform Chair Lantsberg or J.Walsh. Nominations will be included in the next agenda, so that people would know who the candidates are ahead of time.

Upcoming Recycled Water Workshops:

Chair Lantsberg announced there are two Water workshops scheduled for November. Suzanne Gautier summarized the purpose of the Water workshops and how CAC could get involved.

S.Gautier: There have been some efforts on recycled water projects to engage CAC on that process to help co-convene a series of workshops. The workshops are to for attendees to help plan and design the type of facilities that will be proposed for development of recycled water projects. Some people understood the process for west side of the city, so it may be beneficial to take the lessons learned from that experience for the eastern part and figure what is the most optimal site to produce/treat recycled water. The workshops are open to folks who aren't as familiar with recycled water and the process.

Starting January, SFPUC would engage in a formal structured process where we would say what is recycled water, how much we need to meet projected demands in east side, what does it take to make project, engineering & chemistry, geography. Workshops will be every other month. Four workshops are already scheduled and there will be a fifth to be scheduled. Task force or ad hoc committee can join us in planning effort from now through spring to review outreach materials. Engage in constituents across the board to bring their interests into the dialog and SFPUC will reach out and produce materials that engage these communities.

A week ago, Chair Lantsberg saw a report from a group of building professionals raising issues about stormwater design guidelines, low impact design, purple piping and recycling. He would like to invite that group to a CAC meeting because they address water, wastewater and recycled water issues. It may be appropriate for the full CAC to talk about it for future agenda setting. He will forward an electronic copy of the report to CAC members.

Chair Lantsberg: Water workshops are to engage folks and different constituents that don't ordinarily get to come out to meetings. CAC members are there to engage, listen to what the public has to say, and possibly help with some follow up work.

D.Cain: A benefit of co-convening is raising CAC's public profile. The public may see CAC as a conduit for raising issues with the Commission.

J.Clary suggested Chair Lantsberg to recommend CAC members to work with S.Gautier on model for water workshops.

5. CAC Orientation and Strategic Planning – Chair Lantsberg and J.Walsh

Chair Lantsberg and J.Walsh decided to skip Introduction (Item A) due to lack of time and continued with Item B.

a. Introduction: (Jean) 10 min.
    i. Purpose of this meeting: orient new members and increase CAC effectiveness
    ii. Member Introductions (all): Why are you here? What do you hope to achieve on the CAC? What issues do you care about?

J.Walsh: CAC orientation binders were distributed to members when they first joined. Documents are listed in the binder.

b. Role and Purpose of CAC -- review of key resources: (Jean) 10 min.
    i. CAC background and history, examples of past actions taken and results: (Alex)

    ii. Binder: CAC Ordinance (2004), CAC Rules of Order (Bylaws), SFPUC Mission, etc. (Jean)

J.Clary will work with J.Walsh to revise this portion of the binder.

c. Discussion: What's working and what's not? (Alex) 20 min.

Challenges: starting meeting on time, achieving quorum, and going through all agenda items. Meetings are inconsistent.

Opportunities: CAC meetings can improve by aligning with Commission's agenda and be more effective before the Commission.

D.Cain: What has CAC really done that Commission has accepted and adopted? What are those recommendations?

Chair Lantsberg described shortly after CAC was established, the Board of Supervisors (BOS) cut dollars from an energy efficiency program back in 2005. The Chair moved a resolution through CAC and outside of CAC to get BOS to add money back. This was an effective template for getting results with decision makers. It took two years, but it happened.

T.Jones: If the byproduct of our meeting is a resolution that has impact on SFPUC, GM, Commission, BOS, do we have a record of resolutions that have

been passed? That way, we can look back to see if it had an impact on the decision makers at the SFPUC. Gear our meetings and conversations toward doing those things.

Chair Lantsberg: The annual reports contain links to the resolutions. Chair put together a synopsis of what CAC did over the course of a year and forwarded that to Commission and BOS.

Chair Lantsberg: Earlier this afternoon during CAC presentation at Commission meeting, A.Jensen sent out what the CAC is not about.

A.Jensen: 1) CAC is not created to provide technical or other kinds of expertise. No particular expertise needs to be demonstrated to be appointed. 2) Not here to duplicate the role of the Commission, Mayor's Office, BOS, but CAC can refer questions to those bodies. 3) Not here to duplicate the role of revenue bond oversight committee, Rate Fairness Board, or other entities and not permitted in communicating with them. 4) Not here to provide platform for special interest groups. 5) Not designed to be inclusive of all special interest groups. 6) Not here to provide after-hours replacement for Commission's public participation process.

D.Cain: We are not getting quorum in the Power subcommittee or appointing new members. This is disjointing from staff and the appointing supervisor. We need to notify those members through necessary channels and do it in an effective, efficient way. Get people who are interested and want to apply themselves involved. Remove those who are not interested.

M.Marshall: Is there an attendance requirement?

J.Walsh: The attendance requirement is that CAC members cannot miss more than 3 meetings every 6 months.

Chair Lantsberg: We need to note who is responding, not showing up, and not responding at all. We can give this information to the appointing official.

J.Clary suggested focusing on one thing a year and doing it well. If CAC focuses on one issue or a few, what would those items be? J.Clary also suggested trying to fill all seventeen seats in the next 6 months. For unfilled seats, decide whether to go to BOS.

M.Marshall suggested including an attendance matrix on meeting minutes that indicate who showed up at previous meetings.

T.Jones suggested getting presentations ahead of time before CAC meeting.

d. Agenda-setting (Alex) 10 min.
    i. Criteria for deciding if the issue is worth taking up

Chair Lantsberg suggested a few things to take on next year: dealing with budget at the subcommittee level and inviting staff to full CAC meeting to give overview of how overall budget works.

J.Clary: It might be difficult to look at the overall budget, but may be more helpful to look at pieces that are of specific interest to subcommittee.

D.Cain: Suggestion to look at the ongoing business calendar of Commission. This is where ideas can come from. Invite staff to come in and do a presentation on these items.

A.Jensen: Identify the issue, instead of sending abstracts. Submit a sentence with a question mark.

Chair Lantsberg stated that J.Buendia, J.Clary, D.Romero, Chair L., and members of the public will be part of the Environmental Justice subcommittee.

ii. Mechanisms for making recommendations to GM, Commission, Board (resolutions, memos, white papers?) and CAC member Art Jensen's proposal

e. Roles and Responsibilities (staff coordinator, CAC members, Chair, etc.) 10 min.
f. Action items, recap: (Alex) 10 min.

J.Clary: For later discussion, talk about formats input should take and formalize how we do things. For example, information requests, resolutions to decision makers, direct staff input, etc. Develop a list of how we operate, this will help new members.

6. Staff update – Topic covered in item #4.

7. **Subcommittee Reports** – postponed until next CAC meeting due to lack of time.
   a. Water – Jennifer Clary
   b. Power – Doug Cain
   c. Wastewater – Terrence Jones

8. Announcements/Comments – Combined November/December meeting to be rescheduled. Chair Lantsberg and J.Walsh will email new date to CAC members.

9. **Adjournment** – Meeting adjourned at 07:04 p.m. D.Cain moved to adjourn. R.Hansen seconded.

ACTION ITEMS

Action Item: J.Walsh and Chair Lantsberg to reschedule November and December meetings. Meeting invite will be sent out in advance.

Action Item: Chair Lantsberg will forward stormwater design guidelines to CAC members (see item 4).