



**San Francisco Public Utilities Commission
 Citizens' Advisory Committee
 Wastewater Subcommittee**

APPROVED MEETING MINUTES

**Thursday, September 13, 2012
 5:30 – 7:00 p.m.**

525 Golden Gate Ave., 2nd Floor O'Shaughnessy Conference Room

Members:

Terrence Jones (D10) Alex Lantsberg (B - Env. Justice) David Pilpel (D4)
Javieere PruittHill (Chair) (D8) Dairo Romero (D9)

B = Board President Appointment, D = SF District, M = Mayoral Appointment

Staff Liaisons: Teresa Young

ORDER OF BUSINESS

1. Meeting was called to order by Chair Javieere PruittHill at 05:30 p.m.
 Members Present: J.PruittHill; T.Jones; D.Pilpel; A.Lantsberg;
 Members Absent: D.Romero
 SFPUC Staff and Consultants Present: Idil Bereket; Lily Madjus; Leamon Abrams;
 Marielle Earwood; Marty Dorward

2. Approval of the [August 9, 2012](#) meeting minutes
 D.Pilpel moved; T.Jones seconded. Minutes approved by acclamation without objection.

3. Public Comment: none.
 Doug from Friends of the Urban Forest was present.

4. Report from the Chair:
 Arleen Navarret, former SFPUC staff member, passed away recently. D.Pilpel recognized Arleen for her work in public service and suggested naming a SFPUC program after her.
[Proposed Attendance Policy](#) Comments:
 T.Jones: It would be a great start to alleviating the lack of quorum and participation. We all invest our time to believe in participating here, so I fully support it. This isn't perfect wording, but it revalidates our commitment to showing up at meetings.
 D.Pilpel: I would not reference Administrative Code section 54.2, that's actually pertinent to the Southeast Community Facility (SECF) Commission. I don't have a problem with the three unexcused absences in any rolling six month being deemed a resignation. I don't know how that relates to the charter provision or the admin(istrative) code provision that created the CAC, so I just want to be sure it's in conformance in that. I'd like to see this run by John Roddy of the City Attorney's Office. We have not amended the rules of order since 2005.
 J.PruittHill: Section 18 says we can amend the rules of order.
 T.Jones: If it is necessary to bring this to the City Attorney's Office, then we can. This idea came from Nicole Wheaton, the Mayor's Appointments Secretary. It's common practice for committees that have an absenteeism problem. The CAC Secretary's job includes enforcing attendance and policies.
 D.Pilpel: We need to find the appropriate place in the rules of order to put this. Different committees have different authorities and some require change to the admin code. I will do some research.
 J.PruittHill: It would be amending Section 14.

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D.Pilpel: I presume this replaces the language where attendance is handled. We would need to see this in context where this is noted.

J.PruittHill: I'm not looking to pass this proposed resolution right now, but would like to get some feedback before bringing back to the full CAC. I'd like to vet the resolution in this subcommittee and then take it to the full CAC when it is ready.

D.Pilpel: We can have a more robust process for excusing absences. During roll call, we can note who is excused or provided advance notice of being absent. We should express that it's our expectation of each other to attend and participate.

A.Lantsberg: I'd suggest adding "three unexcused absences" into this resolution as it puts the responsibility back to the member to plan around the meetings and notify the Chair and staff if they are unable to make it.

T.Jones: We should consider what it means to be "excused". Instead of sending RSVPs, assume members can make it unless they call with a valid excuse.

D.Pilpel: If something comes up and a member calls in, perhaps the Chair and staff can decide whether it is considered an excused or unexcused absence.

J.PruittHill: In 54.2 from the Southeast Community Facility Commission, there is a section where if it is an excused absence at the previous meeting, then the current meeting can have a motion to approve.

D.Pilpel: Can we continue to think about this and bring it back next month? It may just be an amendment to the bylaws. Perhaps include the attendance track record as part of the full CAC handouts.

Public Comment: none.

5. Staff Report: Idil Bereket

The annual Health Fair will take place at Southeast Community Facility on 10/13. The second Wastewater Enterprise Whirl is coming up, also on October 13. Please RSVP to Jean Walsh for the bike tour.

We are gearing up for another holiday SFGreasecycle campaign to remind people where to drop off their used cooking oil.

Jean Walsh and I are working with Herb Dang and the Sewer Operations group to improve the customer service in that department.

D.Pilpel: Is the SFPUC involved with Coastal Cleanup Day?

I.Bereket: We don't have a table this year. We will have staff cleaning up at the Candlestick Park area.

D.Pilpel: Should SFPUC have more of a presence since it's an annual event?

A.Lantsberg: The Port is the lead on this and SFPUC has a communications presence.

6. **Presentation and Discussion:** [Sewer System Improvement Program \(SSIP\) Public Outreach and Engagement Plan](#) – Lily Madjus, SSIP Communications Manager, SFPUC

Discussion & Q&A:

D.Pilpel: When do we anticipate starting the environmental impact review formally?

M.Dorward: It's happening soon, but I don't think it's formal. We are looking at the implementation plan around this and breaking down the projects based on what it is and when it is appropriate. That will come back to the Commission mid to end of October 2012.

D.Pilpel: At the last subcommittee meeting, we did a formal resolution on SSIP.

A.Lantsberg: Part of the resolution included a robust public engagement program or doing more.

D.Pilpel: We should use the CAC as a community resource for public outreach and engagement.

L.Madjus: Our goal is engaging people from beginning to end and creating local ambassadors in different neighborhoods.

D.Pilpel: In doing neighborhood outreach, I understand it may be consistent with how we do construction outreach. Perhaps not just focus on what SFPUC is doing *to* neighborhoods, but what they are doing *with* neighborhoods. It's about what we're planning to do and keeping people in the loop and in the process. To let them know that we're making it better than what we're finding. If the projects aren't SFPUC's, then coordinate with other city agencies to do more outreach.

L.Madjus: That's part of the community and public engagement plan. We are doing it now, but are moving it to the next level going forward.

T.Jones: You had mentioned 30 stakeholder group meetings. What are those?

L.Abrams: To name a few: Golden Gate Restaurant Association (GGRA); Building Owners and Managers Association (BOMA); Bay Area Council; Neighborhood Associations, SFPD community meetings, and others.

T.Jones: A.Lantsberg is heading up the Community Benefits Subcommittee – with that list, that would help. In the water subcommittee - we're putting forward a resolution that says "the water system requires capital improvement in the works, bills have gone up and are going up... encouraging additional outreach." Very vague, but there may be likely that comes out of Wastewater sub. Not saying you're bad, but there's always room for more.

L.Abrams: Marielle Earwood has put together a SharePoint group that tracks how much public engagement we've done.

T.Jones: We could always have more outreach. It would be nice to see a list of where public outreach has been done, where the gaps are, and how we can add value to close those gaps. The Currents print newsletter is one great vehicle for outreach. Has anything been sent out there?

L.Madjus: We are including information about SSIP and it is going out in the November/December 2012 newsletter. We are also focusing on internal communications to let our staff know, as well as looking at other vehicles and platforms as outreach opportunities.

A.Lantsberg: Perhaps we can get some talking points around cost, why we're doing this and how high bills are going to be. I'd like to hear back on how the cost structure would have changed if the Federal or State-level didn't pay for parts of the Master Plan. Basically, putting into context real constant dollars, so that people can see how it relates to their world now in terms of inflation and increases.

T.Jones: An inflation line would be great in the graph on slide 5.

A.Lantsberg: Try to give people context, especially when you're talking about large numbers. In terms of stakeholder engagement, consider putting in green infrastructure on private property, so that people can see the direct benefits. On private property, try to figure out new mechanisms for green infrastructure for system wide benefits, taking advantage of large areas (flats, single family homes).

M.Earwood: As part of the watershed assessment process Rosey Jencks is spearheading a group to look into that.

L.Abrams: There may be an early implementation project at San Francisco State University since it is large user with significant landmass. That would demonstrate public/private partnerships.

D.Pilpel: This is really a way to connect what T.Jones has talked about in the past. If you use water the way you are now, your bills will go up over time. What are things you can do to reduce bill? You can get your flow factor reevaluated or participate in other programs.

Public comment: none.

7. **Presentation and Discussion:** [SF Foliage](#) – Kevin Dole, SF Foliage, presented an overview of their operations

Discussion & Q&A:

J.PruittHill: I've met with Kevin and his boss and observed the 5 Keys Charter School relationship at their facility. The kids seemed to be engaged and their work is significant in District 10.

T.Jones: I have also seen the facilities and think it's a great example for the community. I hope to promote and draw attention to it. With the community college situation unclear, it would be nice to have a positive program in that community.

A.Lantsberg: How are you seeing the proposed changes at SECF affecting SF Foliage?

K.Dole: It's pretty good. There is list of tenants proposed for SECF and good community based organizations with relationships in the community.

D.Pilpel: Is your lease with SFPUC or SECF?

K.Dole: We are a subtenant of the master lease holder who rents from SECF. SECF leases have to be overseen by larger SFPUC.

D.Pilpel: SECF is in the admin code. Renovation goals – interested in how those goals relate to your goals as an entity – maybe a formal sit down to discuss with Juliet Ellis and Toye Moses – interested in how SFPUC structure used the changes at facility relating to tenants.

K.Dole: The greenhouse isn't included in the renovations.

D.Pilpel: I suggest we encourage that discussion and have a report back to the subcommittee. We should invite Sam Murray. To Marty, does the digester rebuild take any greenhouse space or existing space on the south side?

M.Dorward: The digester rebuild takes up the south side.

Public comment:

Doug from FUF: Are there any Wastewater Enterprise projects at the greenhouse?

K.Dole: We reached out to the recycled water folks since we do a lot of irrigation, but we don't have next steps planned just yet.

Doug from FUF: Is there room to grow trees?

K.Dole: Yes. It wasn't designed to be a wholesale grower. There are a lot of great possibilities for the greenhouse facilities and we can use it as more than just a warehouse.

8. Future agenda items by members of the WWCAC, staff and general public
Next regularly scheduled WWCAC meeting: Thursday, October 11, 2012.

D.Pilpel: We should list presentation items as discussion and possible action. That way, we could have the room to recommend or take action on something.

J.PruittHill: These were only presentations and no action was planned.

I.Bereket: The public needs to know what the possible action is. We need to clarify what you're trying to pass.

D.Pilpel: We should include the list of items from last month as possible agenda topics into a document or agenda, so that we don't have to repeat them each time.

T.Jones: Each subcommittee can bring up a list of topics at a full CAC meeting.

A.Lantsberg: T.Young can help J.PruittHill with getting the list. Laura Tam, a previous wastewater subcommittee Chair, had a list of items to revisit.

T.Young: Please sign up to join the Commission Advance Calendar mailing list. You can sign up with Donna Hood, Commission Secretary.

D.Pilpel: I'd like a presentation by the Bay Friendly Coalition. I know SSIP is supposed to address grit and sand in the future. I'd like some information or report on that.

A.Lantsberg: As Co-Chair of SWALE, I'd like to invite members to the good bye party on 10/9 at the Bayview Boat Club from 5:00pm to 9:00pm.

T.Jones: I'd like a presentation from someone who makes grass/living roofs. It would be nice to know if we're doing something to encourage public/private water equestrians.

9. Adjournment at 7:10 p.m. in memory of Arleen Navarret. A.Lantsberg moved;
T.Jones seconded.