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Citizens' Advisory Committee (CAC)
Wastewater Subcommittee meeting

1155 Market Street, 4th Floor Conference Room

Meeting Minutes - *DRAFT*

Date: November 10, 2011

Members: Jennifer Clary - Terrence Jones **(chair)** - Alex Lantsberg - David Pilpel - Dairo Romero

1. Call to order and Roll Call – Meeting was called to order at 5:34 p.m.

Roll Call - See above

SFPUC Staff present – Idil Bereket, Jean Walsh, Greg Mayer

Members of the public – Ryan Jackson, Samantha Roxas

2. Minutes – The October 2011 Regular Meeting minutes were approved

3. Public Comment – NONE

4. Staff Report – Jean Walsh reported the following:

- **SFGreasecycle:** we have new temporary drop-off locations throughout the holidays and are in the midst of an outreach campaign to raise awareness & educate the public about the impact of grease in the sewers and opportunities for residents to collect and drop their used cooking oil throughout various locations in the City. We created a video to be aired on Comcast cable.
- **WEFTEC**: The conference took place in mid-October and was useful to find out about other utility agencies and their practices.
- **Infrastructure Breakfast:** Several members of the WW CAC attended the Infrastructure Breakfast sponsored by the Business Times.
- We are revising and will post **new signs for Combined Sewer Overflows** (CSDs) in three languages for posting at all outfalls.
- **Press event** with Mayor Lee re Cesar Chavez sewer project.

  REQUEST: Bring a copy of the sign in full size (11"x17") to the next meeting if possible.

5. Discussion – strategic planning and agenda setting for 2012

Discussion/Comments:

Terrence: reviewed past agendas and minutes and concluded that the WW CAC is attempting to cover too much. Need to be more strategic and to produce more results (resolutions).

Jennifer: background to previous resolution re water neutral development from the water subcommittee: we set presentations a quarter ahead of time (vs. annually). Agenda item format included issue, questions and action. Recommendation: always ask "why is this on

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the agenda?" and "what do we want to get out of it?" Ask staff for the topics that would be of importance to discuss.

Alex: Yes, WWCAC has had a pretty good relationship with staff. Relationship should be iterative, back and forth. Don't always need a resolution; sometimes information/concerns/feedback makes its way to the staff.

Jennifer: But, we also need to make sure information/knowledge is passed along to Full CAC.

Terrence: These meetings can be a little more informal.

David: As time is limited, we should get information and presentation materials as early as possible prior to the meetings. That would leave more time for discussion. The staff report can be in the form of a handout. Our meetings could have two items or one big item on the agenda. We should also have a one-year or 6-month look-ahead calendar of potential agenda items, subject to change.

Jennifer: We need Commission Advance Calendar (Jean has been handing this out, also included in Commission agendas which all CAC members should now be receiving.)

David: We need to weigh in at the right time. Sometimes at staff level, sometimes at commission level. Budget, certain other topics can be planned in advance. Need to take more control of agenda planning to use time more wisely.

Terrence: Budget seems to be an important and recurring issue and perhaps should be on the next month's agenda.

David: Commission must adopt budget in February. If CAC wants to weigh in on budget, must be by end of January; ie presentation should be in December., possibly a two-meeting process.

Dairo: What's the process? Do we have the power to make a change?

Alex: Budget is large and unwieldy, most effective for us to look at a few items of importance to us and prioritize.

Jennifer: After the 10-year hold on rates, we focused on what it would take to get the system back into good repair. We also focused on getting $ to hire a grant writer.

Alex: One year we focused on work orders with DPW in order to create efficiencies, lower overhead, perhaps bring some work in house.

Terrence: Back to our mission: To provide recommendations re long term capital improvement plans. If we focus on specific items in the budget, are we missing the big picture?

Jennifer: We have to make recommendations before we see the budget. We think about what our priorities are and how they are expressed in the budget. For example, funding for urban watershed program. On the water side we are looking at the high debt load because of the WSIP.

Terrence: I read through all the minutes for the last year for all subcommittees. Seems as if no resolutions pass, not much is accomplished.

David: The subcommittee is for educating ourselves and providing input to staff. Not all input must be in the form of formal resolutions.

Terrence: Requests from staff need to be more formalized.

Jennifer: Subcommittee reports to Full CAC could be more formal (written) so they make it into the minutes.

Jean: Always good to recap action items and requests for info.

David: I suggest that senior staff from Wastewater be present at the WWCAC meetings in addition to Admin/Communications staff. Tony Flores, Tommy Moala, or Marla J should be at each meeting so staff doesn't have to translate and coordination is at a higher level.

Terrence: I don't think we can demand that more staff attend. Is that reaching?

Jennifer: Staff participation should be appropriate to what we're discussing. They'll show up if they need to.

Terrence: Again, back to the mission in the ordinance that created the CAC. We are to provide recommendations to board, Commission, etc. Asking for more staff at our meetings may not be effective.

David: I'd also like to receive highlights from each division periodically.

Jennifer: I think that takes us back to having too many items, not realistic. Maybe we can get a brief in writing vs. a presentation. We need to be more strategic.

Alex: let's identify the major issues of the SSIP/Master Plan, urban watershed framework, triple bottom line. Step back and look at major initiatives.

David: What about the Channel Tunnel?

Terrence: Again, our reason for existence is to provide recommendations. We can do things that are mutually beneficial.

Dairo: Staff can also identify or call attention to items as well. We should work collaboratively.

Greg Mayer: Staff's goal is to come up with solutions that meet the levels of service set by the Commission. Have to take a large view.

Jean: There are 1) issues that get everyone up to speed, baseline education of CAC members. 2) things the CAC cares about 3) things the staff needs and wants feedback/input on. 4) what is the Commission looking at and making decisions on. Setting our agendas should involve all of the above.

Idil: I always consult with staff to come up with agenda items, and I work with the CAC to determine what they're interested in.

All: need a running list of possible agenda items, revisit occasionally.

Terrence: Let's go around the room and list the most single important topic that you think should be included on the agendas for the next few months.

Agenda Item Answers:

- Budget
- Urban Watershed Framework
- Food Waste Digestion
- Channel Tunnel
- SSIP at large
- Refining goals
- Improving communications, awareness, and participation in rebates and other incentives (flow factor etc.)
- Community Benefits Program, job creation

Recap: The results show the two most important items are 1) Budget 2) Communications

Alex: Perhaps we can create a subcommittee for the Community Benefits Program to allow for extended conversations, break down a big issue.

Dairo/Jennifer/Terrence: Or it can be discussed at the Full CAC. It should be embedded in all activities, at least start at the Full CAC to establish baseline knowledge. Should not splinter off EJ into it's own subcommittee.

Summary:

- Communications Strategy could be discussed in December, January or February.
- Budget discussion will take place at the December 8 meeting where we would also like to know about the rate impacts
- Again we need the materials in advance - the Friday before or the Monday on the week of the Thursday meeting.
- The remaining items will be revisited.
- We should be sure to include a meeting recap, including action items and info requests in the minutes.

David: The budget presentation should not be longer than 15 minutes to allow time for discussion and Q&A.

6. Key Points/Recap

See above

7. Comments, suggestions and requests for future agenda items by members of the Wastewater Subcommittee, staff and general public.

See above

8. **Adjourned** - 7:06 p.m.