San Francisco Public Utilities Commission
Citizens’ Advisory Committee

MEETING MINUTES

Tuesday, April 29, 2014
5:30 p.m. – 7:00 p.m.
525 Golden Gate Ave.,
3rd Floor Tuolumne Conference Room
San Francisco, CA 94102

Members:
Wendy Aragon, Chair (D1)
Suki Kott (D2)
Vacant (D3)
David Pilpel (D4)
Ted Loewenberg (D5)
Mark Connors (D6)
Walt Farrell (D7)
Javierre PruittHill (D8)
Art Taylor (D9)
Marjorie Goodwin (D10)
Jennifer Clary (D11)
Avni Jamdar (M-Env. Group)
Nicole Sandkulla - (M-Reg’l Water Customers)
Vacant, (M-Eng./Financial)
Tamar Barlev (M-Lg Water User)
Eli Saddler (B-Small Business)
Tracy Zhu (B-Env Justice)

M = Mayoral appointment, B = Board President Appointment
Staff Liaison: Ryan Iwata and Jessica Buendia

ORDER OF BUSINESS

1. The meeting was called to order and roll call 5:35 pm

   Members present at roll call: (9) Aragon, Kott, Loewenberg, Farrell, Taylor, Connors, Clary, Pilpel, Saddler

   Members absent at roll call (6) Zhu, PruittHill, Goodwin, Sandkulla Water, Barlev, Jamdar

2. Report from the Chair (Wendy Aragon, Chair) (5 minutes)
   - Welcome new and prospective members
   - Announce new subcommittee meeting times
   - Discuss changes to bylaws

   Member Goodwin noted present at 5:40 pm. (10 members present)

   Member Zhu noted present at 5:42 pm. (11 members present)

   Info request #016: J. Clary: Involving John Roddy within the vetting of the bylaws

   Public Comment: none

3. Approval of the March 18, 2014 minutes (5 minutes)

   Motion was made (J. Clary) and seconded (T. Loewenberg) to approve March 18, 2014 minutes.

   Public comment: none.

   The motion PASSED by the following vote:
   AYES: (11) Aragon, Kott, Loewenberg, Farrell, Taylor, Connors, Clary, Pilpel, Saddler, Zhu, Goodwin
4. “SFPUC Outreach and Engagement” Presentation and Discussion – Deb Chilvers, Deputy Communications Director; Ryan Iwata, Citizen Advisory Committee Coordinator (10 minute presentation; 10 minute discussion)

Presentation covered:
- SFPUC on-the-ground outreach efforts
- Social Media Tools- How to engage your communities online

Discussion topics:
- Bilingual outreach
- Paper vs digital outreach
- Putting the new and old models of outreach together
- Discussing the successes of the implementing them together.
- Relying on CAC members to let the SFPUC know if there are community groups that need to be addressed.
- How can the CAC members better reach their own constituencies
- How did the 96 rate presentations affect the actual rates?

Public Comment: none

Information Request #017: Member Pilpel requests that members get information on traditional outreach events that the SFPUC participates in.

5. “Resolution Writing” Workshop led by Jennifer Clary, CAC Member (10 minute presentation; 10 minute discussion)

Presentation Covered:
- What’s your mission? What you are supposed to do, and who do you report to?
- Who to address?
- When working with groups of diverse backgrounds
- Consistent forms of communication
- Be clear and concise about what you want to be resolved.
- Start with the resolved clause and work your way backwards.

Topics of Discussion:
- Ensure the CAC and staff follow up on resolution
- Discussing the use of the “whereas” clause

Information Request #018: Member Zhu requests to see all of the resolutions adopted by the CAC from the past five years.

Public comment: Eric Brooks: Speaking in defense of the “whereas” clause on a resolution: One of the keys of the “whereas” clause is that it gets entered into the record when passed by a body or committee.

Chair suggests extending the meeting until 7:15 pm.

No opposition. Meeting extended to 7:15pm.

Chair Aragon withdraws Clean Power SF Resolution for further review; Item to be presented at the next Full CAC meeting.

Info request #019: Member Pilpel requests to have a general presentation regarding CleanPowerSF as well as some context in regards to the Climate Action plan.

6. Discussion and Possible Action on Resolutions (5 minutes)
- Clean Power SF Resolution, Member W. Aragon
- Mobile Technology Resolution, Member T. Loewenberg
Discussion of **Clean Power SF Resolution:**
- Open discussion and editing
- Round of amendments can be found [HERE](#).

Public comment: Jason Freid: Willing to come in with the Department of Environment and present on CleanPowerSF and Climate action plan.

Discussion of **Mobile Technology Resolution:**
- Overview of why we need the mobile technology resolution
- Open discussion
- Current overview of the wireless metering

Motion was made (Loewenberg) and seconded (Clary) to approve the **Mobile Technology Resolution** as is.

The motion PASSED by the following vote:
AYES: (11) – Aragon, Kott, Loewenberg, Farrell, Taylor, Connors, Clary, Pilpel, Saddler, Zhu, Goodwin
NOES: (0)
ABSENT: (4) Pruitt-Hill, Sandkulla, Barlev, Jamdar

Member Farrell noted absent at 7:05pm. (10 members present)

7. **Future Agenda Items (5 minutes)**
- CleanPowerSF back on next month’s agenda
- CAC member expectations
- SFPUC staff expectations- Developing information processes to better educate the members on current events with SFPUC.
- Marin Clean Energy program and how it affects low income communities.
- AB2145-Bradford
- AB-2159- Amiano
- Possible resolution urging Commissioners to take a position on CleanPowerSF

Public Comment: Eric Brooks: Recommended that the committee get more presentations from the community rather than strictly staff members.

8. **Public Comment:** members of the public may address the Committee on matters that are within the Committee’s jurisdiction and are not on today’s agenda (2 minutes per speaker): none

9. **Subcommittee Chair Reports**
- Water Subcommittee (2 minutes)- Member Clary reported that they will be meeting every other month, on fourth Tuesdays. Looking into water quality reports, and operations.
- Power Subcommittee (2 minutes) – Renewable portfolio presentation from Lori Mitchell. Next meeting set for June or July. Official time will be announced on the website
- Wastewater Subcommittee (2 minutes)- Meeting on the second Tuesday of the month on an as needed basis

Public Comment: none

10. **Staff Report (5 minutes)** – Jessica Buendia provided the report

Next Agenda:
- CleanPowerSF with Climate Action Plan update
- June: Environmental justice
- July: Brown Act and Good Government Guide
- August: By-laws- Member Pilpel passed out his suggested by-law changes package, and passed them out at meeting. The digital copy can be found HERE.
  Public Comment: none

11. Announcements/Comments – The next regular meeting of the SFPUC CAC is scheduled for Tuesday, May 20, 2014.

Entire CAC Roster will be added to the Commission’s email list for updates.

Public Comment: none

12. Adjournment

Motion was made Zhu) and seconded (Loewenberg) to adjourn meeting.

Meeting was adjourned at 7:30 pm