

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

**MEETING MINUTES**

**Tuesday, August 16, 2016**

**5:30 p.m. – 7:00 p.m.**

**525 Golden Gate Ave., 3<sup>rd</sup> Floor Tuolumne Conference Room**

**Members:**

**Wendy Aragon, Chair (D1)**

Suki Kott (D2)

Leslie DeTaillandier (D3)

Amy Zock (D4)

Ted Loewenberg (D5)

Mark Connors (D6)

Kelly Groth (D7)

Shalini Swaroop (D8)

VACANT (D9)

Marjorie Goodwin (D10)

Jennifer Clary (D11)

VACANT (M-Env. Group)

Nicole Sandkulla - (M-Reg'l Water Customers)

Rebecca Lee, (M-Eng./Financial)

Tamar Barlev (M-Lg Water User)

Owen O'Donnell (B-Small Business)

VACANT (B-Env Justice)

M = Mayoral appointment, B = Board President Appointment

Staff Liaison: Tracy Zhu and Afrodita Lopez

**ORDER OF BUSINESS**

1. **Call to order and roll call:** The meeting was call to order at: 5:33 pm.

Members present at roll call: (9) Aragon, Kott, DeTaillandier, Zock, Connors, Swaroop, Sandukulla, Barlev, O'Donnell

Members absent at roll call: (5) Clary, Goodwin, Groth, Lee, Loewenberg

2. **Approval** of the [July 19, 2016](#) meeting minutes

**Member Clary arrives at 5:34. (10 members present)**

Motion was made (O'Donnell) and seconded (Swaroop) to approve [July 19, 2016](#) the meeting minutes.

The motion PASSED by the following vote: Aragon, Kott, DeTaillandier, Zock, Connors, Swaroop, Sandukulla, Barlev, O'Donnell, Clary

AYES: (10)

NOES: (0)

ABSENT: (4)

Public comment: None

3. **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

- Francisco D'Acosta: here are 2 things I want to bring to the attention of the CAC. 1) The CAC is responsible for publishing an annual report, which I have not seen. 2) The District 9 seat is vacant, and the CAC should visit the district

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**Ike Kwon**  
Commissioner

**Harlan L. Kelly, Jr.**  
General Manager



to understand its assets. The PUC has projects in District 9 that require more outreach and engagement.

- Spreck Rosekrans from Restore Hetch Hetchy: East Palo Alto uses the least amount of water per capita than any of the San Francisco's wholesale water customers including the own city's public housing program because the water allocation is so low. This situation is unacceptable, and I think it's on the PUC to solve this problem. PUC is working on the problem, but I think it's going too slowly. It's the role of the CAC to urge the agency to solve this problem sooner than later. See [submitted written comments](#).

#### 4. **Report from the Chair** - Wendy Aragon, Chair

- Marjorie has been in maternity leave, and she asked to extend that indefinitely. We will be conducting a search to fill the vacant District 10 seat. We have several vacancies right now: D8, D9, D10, Environmental Justice, and Regional/Statewide Environmental seat. We are working with the appointing officials to fill those vacancies.
- Shalini is leaving the CAC, and I want to present Shalini with this certificate of appreciation for the work you've done fighting for clean power.
- Report back from the Power CAC: Member Connor talked about the Treasure Island Electric Infrastructure and LED streetlight replacement program presentations at the last Power CAC meeting. The power outages have been trending down on Treasure Island; TI is getting bird deflectors to deflect the birds, which are top causes for power outages. There were 2 TI residents at 4 attendees via the webinar. Webinar technology allowed a wider and broader audience to access the meeting. Member Shalini encourages the CAC to continue to explore the use of webinar to increase public participation in CAC meetings.

Public comment: None

Member Kelly Groth arrives at 5:51pm (10 members present)

#### 5. **Presentation and Discussion:** [Resource Recovery Program Overview](#), Karri Ving, Resource Recovery and Pollution Prevention Manager

Presentation topics:

- Wastewater Enterprise
- R2 Definition and Purpose
- R2 Round Table
- R2 Framework
- Innovation Platform
- Integration
- Academic Collaboration
- Subject Matter Teams
- Topic Prioritization Process
- Case Studies
- Gas turbine w/ Oxidizer
- In-Vessel Biodryer
- Biosolids to Fertilizer
- Moving forward

Topics of discussion:

- General discussion on the level of solids content in biosolids that doesn't change in liquefied – Member Kott
- General discussion on the exciting waste recovery work that seems to be concentrated in the wastewater enterprise; is there a possibility to expand the resource recovery work to the water and power enterprises? – Member Sandkulla
- General discussion on the length of time that it takes a new idea on a topic card to become an actionable item – Member Kott
- General discussion on the evaluation and metrics of the performance of new technologies after new technologies have been implemented – Member Kott
- General discussion on the length of time it takes new ideas to move through the innovation platform – Member O'Donnell
- General discussion on the opportunities for public input – Member Clary

Public comment:

- Francisco D'Acosta: expressed concern of the contaminants in biosolids.

6. **Training and Discussion: [Sunshine Laws for Members of Boards and Commissions](#)**, Mary Holing, Deputy City Attorney, San Francisco City Attorney's Office

Materials:

- [Good Government Guide from City Attorney's Office](#)
- CAC Rules of Order
- [Roberts Rules of Order quick guide](#)

Presentation topics included:

- Two sources of laws: Brown Act (state law) and Sunshine Ordinance (local law)
- Their Purpose
- The Basics
- What is a Meeting?
- "Non-meetings"
- Illegal Meetings
- Use of E-mail
- Timing of Notice and Agendas
- Agenda Requirements
- Why does it matter what is listed on the agenda?
- Limited Exceptions
- Voting
- Public Comment
- Rights of the Public
- Limits on Public Comment
- Need Help?

Topics of discussion:

- CAC is governed by the charter and the Sunshine Ordinance
- For the Full CAC with a total of 17 seats, quorum is always 9 members. Quorum is only met with 9 members despite how many seats are filled.
- A Wastewater Subcommittee member has been working on a Resolution and wants to circulate it among other Subcommittee members for any input. The member emails the draft resolution out to all subcommittee members and asks

for any comments. What are the potential issues? What should the committee member do?

- A during a meeting, a Committee member wants to bring an issue up for discussion. What should the committee member do?

Public comment: None

#### 7. **Staff Report**

- Please sign the card for Marjorie, Art and Shalini to thank them for their service on the CAC.
- Southeast Community Facility Commission staff introduced themselves: Carla Vaughn and DJ Brookter, the new Executive Director of the Southeast Community Facility. DJ invited CAC members to the Southeast Facility Commission meetings and thanked them for their service.

Public comment: None

#### 8. **Future Agenda Items and Resolutions**

- Commissioner Update from Ike Kwon (*September*)
- Mountain Tunnel (*tentative - September*)
- Stormwater Cost Allocation (*tentative - Fall*)
- Southeast Community Facility and Greenhouses Outreach Update (*tentative - Fall*)

Information request:

- Member Sandkulla requested that the staff send to CAC members the recent Chronicle article about the work at Mountain Tunnel.

Public comment: None

#### 9. **Announcements/Comments** – The next regularly scheduled meeting for the Full CAC will take place at our regularly scheduled time on Tuesday, September 20, 2016.

- Please send the CAC vacancy posting to your networks.
- The next Water CAC meeting is next Tuesday, August 23, on Customer Service and My Account Single Sign On feature.

Public comment: None

#### 10. **Adjournment**

Motion was made (Sandkulla) and seconded (Clary) to adjourn the meeting.

The meeting was adjourn at: 6:56 pm.