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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

**DRAFT MINUTES
Friday, May 22, 2015, 8:30 a.m.**

**City Hall, Room 400
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

Council Members: Dan Flanagan (Chair), Carla Short (Vice Chair) (Department of Public Works), Ana Alvarez (San Francisco Recreation and Park Department), Malcolm Hillan, Rose Hillson, Dan Kida, Igor Lacan, John Leffingwell, Yolanda Manzone, (San Francisco Public Utilities Commission), Sandy Sherwin, Andrew Sullivan, Michael Sullivan, and Jon Swae (San Francisco Planning Department); Tom Carter, San Francisco Port; and Golden Gate National Recreation Area (Vacant).

Order of Business

- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 8:32 a.m. Present: Council Chair Flanagan, Members Carter, Hillan, Hillson, Lacan, Manzone, A. Sullivan, M. Sullivan, Excused: Council Members Alvarez, Kida, Leffingwell, Sherwin, Short, and Swae.
- 2. Adoption of Minutes of the March 27, 2015 Urban Forestry Council Regular Meeting.** (Explanatory Document: March 27, 2015 Draft Minutes) (Discussion and Action) Upon Motion by Member Hillson, second by Member Flanagan, the March 27, 2015 Meeting Minutes were adopted without objection (AYES: Members Flanagan, Carter, Hillan, Hillson, Lacan, Manzone, A. Sullivan, and M. Sullivan, Absent: Council Members Alvarez, Kida, Leffingwell, Sherwin, Short and Swae).
- 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Council Chair Flanagan and on behalf of the Urban Forestry Council thanked Commission Secretary Monica Fish for her service to the Urban Forestry Council.

- 4. Election of Urban Forestry Council Officers (Chair and Vice-Chair).** (Discussion and Action) Upon Motion by Member Hillan, second by Member Michael Sullivan, Member Flanagan was re-elected as Chair. Upon Motion by Member A. Sullivan, second by Chair Flanagan, Member Short was re-elected as Vice Chair (AYES: Members Flanagan, Carter, Hillan, Hillson, Lacan, Manzone, A. Sullivan, and M. Sullivan, Absent: Council Members Alvarez, Kida, Leffingwell, Sherwin, Short and Swae).

Item 6 was heard before Item 5.

- 5. Review and Approval of Best Management Practices.** (Explanatory Document: Best Management Practices Draft) (Discussion and Action)

Council Coordinator Mei Ling Hui reported on the Planning and Funding Committee's work reviewing Best Management Practices for Mature and Historic Tree Stands and described sections of the report. Members A. Sullivan, Leffingwell, and Council Coordinator Hui were thanked for their efforts in creating the document. Council Members were asked to review and provide their feedback on the document before a final vote is taken. This agenda item was continued to the June 22, 2015 meeting.

Public Comment:

Ms. Mary McAllister stated that she was disappointed that the Best Management Practices document would not be voted on at this meeting as she would not be present for the June meeting. She stated that she attended the meeting today to thank the Council for hearing presentations representing a wide range of viewpoints before developing best management practices for our urban forest. She expressed her support for the draft that is being considered today that will ensure the preservation of the urban forest, which is in the best interest of all San Franciscans. Ms. McAllister reported on her concern with the drought and its effect on plants and trees and the destruction of Blue Gum Eucalyptus trees in San Francisco. Reference Ms. McAllister's written public comment and article on "Ecology of Eucalyptus as Exotics" explanatory document.

- 6. Review and Approval of Draft Resolution 2015-03-UFC amending Urban Forestry Council Bylaws, Article III – Urban Forestry Council, Section 1: Number, to change the composition of Urban Forestry Council membership.** (Explanatory Document: Notice of Proposed Bylaws Amendment and Approved Resolution) (Discussion and Action)

Commission Secretary Fish reported on the proposed amendment to the Urban Forestry Council Bylaws to change the composition of the Urban Forestry Council to fifteen voting members to match amendments recently made to the Urban Forestry Council Ordinance. Upon Motion by Chair Flanagan, second by Member Hillan, the Bylaws were amended without objection (AYES: Members Flanagan, Carter, Hillan, Hillson, Lacan, Manzone, A. Sullivan, and M. Sullivan, Absent: Council Members Alvarez, Kida, Leffingwell, Sherwin, Short and Swae).

- 7. Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee. Chair's Report. Committee Chair A. Sullivan reported that the Committee has been working on Best Management Practices and the Urban Forestry Council's Annual Report Survey. Council Coordinator Hui reported that the Survey would be transmitted to all City land-owning agencies in the beginning of July so a draft can be presented to the

Planning and Funding Committee in August with adoption by the Council in September. She reported on changes made to the previous year's Annual Report. Member A. Sullivan asked Council Members to provide comments on the previous year's Annual Report to the Council Coordinator. He stated that the Committee is working on identifying significant projects that have an impact on the urban forest, and asked Council Members for their input on identifying projects. Chair Flanagan and Member Sullivan reported that future presentations would be heard on the Geary Bus Rapid Transit System, Transbay and Parkmerced projects.

Landmark Tree Ad Hoc Committee. Chair's Report. Committee Chair Hillson reported that there are no landmark tree nominations at this time. She reported that still pending is an update on PG&E funding and a quote from the contractor on landmark tree markers. Member Hillson reported on the Department of the Environment's Climate Action Plan event that she and other Council Members had attended. Council Coordinator Hui reported that there has been interest in a landmark tree nomination from one of the Board of Supervisors members that she would provide future updates on.

8. **Staff Report.** (Informational Report and Discussion) Council Coordinator Hui reported that there would be a presentation on the Sunshine Ordinance from a Sunshine Ordinance Task Force Member at the June 23 meeting. She asked Council Members to forward any questions to her so they can be addressed at the meeting. She reported that she would provide information on work in progress by CalFire and U.C. Davis on an urban forest mapping project. Chair Flanagan reported that Member Swae is working on a survey of San Francisco street trees that may be completed in September or October.
9. **Chair's Announcements:** Chair, Urban Forestry Council (Information and Discussion) Chair Flanagan welcomed two new Council Members, Port representative Tom Carter and Mayoral representative Igor Lacan.
10. **Urban Forestry Council Member Announcements.** (Information and Discussion) Member Lacan distributed a poster from the California Urban Forest Council "Growing Trees Makes Great Neighborhoods." He stated that the poster is available in English and Spanish and suggested that a request be made to translate it in other languages.
11. **New Business/Future Agenda Items.** (Information and Discussion) There was no new business or future agenda items discussed at this time.
12. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Ms. Dee Seligman stated that she attended the meeting today because she thought there would be a vote on the Best Management Practices that she has been reviewing various draft reiterations of and tracking through Committee meetings. She asked if there is a rule that allows for the delay of a vote on agenda items based on unreceived comments as she believes the public and other public agencies have had adequate time to provide comment. Chair Flanagan reported that he is unaware of a rule on this process. He stated that the intent is for the document to be thorough and not rushed and should be inclusive of entities that would still like to provide comment. A draft would be brought back again to the Planning and Funding Committee and then to the Council for a final vote.

13. Adjournment. The Urban Forestry Council meeting adjourned at 8:58 a.m.

The next meeting of the Urban Forestry Council is scheduled for Tuesday, June 23, 2015 at 6:00 p.m., City Hall, Room 416, San Francisco, CA 94102.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) upon request to the Council Secretary at the above address or telephone number 415-355-3709 or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. Explanatory documents may also be available at the Council's meeting or agenda website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> as attachments with each agenda or meeting minutes. Meeting audios can be accessed at the following weblink <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Respectfully submitted by Monica Fish, Commission Secretary

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