



SF Environment

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A Department of the City and County of San Francisco

London N. Breed
Mayor

Deborah O. Raphael
Director

**City and County of San Francisco
Commission on the Environment
Policy Committee***

MEETING MINUTES DRAFT

**Monday, January 13, 2020, 5:00 p.m.
City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Eddie Ahn (Chair), Mike Sullivan and Johanna Wald.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. Call to Order and Roll Call.

The Meeting was called to order at 5:01 p.m.

Present: Commissioners Ahn and Sullivan. Excused: Commissioner Wald.

2. Approval of minutes of the November 13, 2019 Commission on the Environment Policy Committee Special meeting. (Explanatory Document: November 13, 2019 Draft Minutes) (Discussion and Action)

Upon a motion by Commissioner Sullivan, second by Commissioner Ahn, the minutes were approved without objection. (Ayes: Commissioners Ahn and Sullivan. Noes: None).

There was no public comment.

3. General 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.

There was no public comment.

4. Presentation on Wasted Food Reduction Projects: Pacific Coast Collaborative and Kitchen Zero SF. Sponsor: Deborah Raphael, Director; Speakers: Alexa Kielty, Zero Waste Specialist. (Discussion)

Deborah Raphael, Director, introduced the item.

Alexa Kielty, Zero Waste Specialist, discussed two projects, The Pacific Coast Collaborative (PCC) and Kitchen Zero SF. Farm, supply chain and household level waste were discussed, highlighting food retail as an important area for impact. The PCC has been working toward the goal of reducing food waste 50% by 2030 and the first part of this work is asking food retailers to sign on. The Kitchen SF Program is installing 20 food tracking software systems in large food generators like hotels, cafeterias, hospitals, etc. in order to provide data to chefs about their waste. The goal is to collect enough data about impact and potentially inform incentives for this software use.

Commissioner Ahn asked where, geographically, most food waste originates.

Alexa Kielty explained that most comes from downtown.

Commissioner Sullivan discussed methane and asked how we can measure impact of these food waste initiatives.

Alexa Kielty discussed models to compute emissions.

Deborah Raphael discussed that food waste includes the back-end emissions that are wasted when food is thrown away.

Alexa Kielty discussed prepared food versus retail food in relation to donation.

Deborah Raphael commented on the data connection between these two projects.

Alexa Kielty discussed the limitations of chef sign-up.

Commissioner Sullivan discussed experience with reducing food waste.

There was no public comment.

5. **Presentation on Zero Emission Task Force focus on Decarbonization Partnership: Anchor Partners.**
Sponsor: Deborah Raphael, Director; Speakers: Rich Chien. (Discussion)

Deborah Raphael, Director, introduced the item.

Rich Chien discussed the importance of decreasing emissions from buildings and involving low-income stakeholders in this process. This process includes a task force, the development of equitable roadmaps, consulting partnerships, and a meeting series. Rich discussed the learnings from the meeting series.

Deborah Raphael provided context to this partnership, the goal of a roadmap, and the purpose of these systems to capture feedback from the public and inform solutions.

Commissioner Ahn discussed the retrofitting of existing housing and the Soft Story Program.

Rich Chien discussed the Soft Story Program and how that project could inform this one.

Commissioner Sullivan asked about the steering committee.

Rich Chien discussed the role of the steering committee.

Commissioner Sullivan asked about workforce training.

Rich Chien discussed workforce training to support these goals.

Commissioner Ahn asked for a group of local stakeholders involved in the workforce training.

Deborah Raphael invited the commission to join in any of these conversations and meetings.

Commissioner Ahn expressed interest in attending these.

There was no public comment.

6. **Review and possible vote on whether to recommend to the Commission on the Environment that it should adopt the 2019 Draft Annual Report.** Speaker: Charles Sheehan, Chief Policy and Public Affairs Officer (Discussion and Possible vote on whether to recommend to the Commission on the Environment that it should adopt the 2019 Draft Annual Report)

Charles Sheehan, Chief Policy and Public Affairs Officer thanked Diedre Tanenberg, Mark Nicholas, and the artist-in-residence for their work. Charles explained that this document highlights the Commission's work under the larger environmental themes of climate emergency and climate youth movement.

Discussion on how to provide edits.

Commissioner Sullivan complimented the photos.

Diedre Tanenberg discussed photo quality.

Upon a motion by Commissioner Sullivan, second by Commissioner Ahn, the Policy Committee recommended that the Commission on the Environment. (Ayes: Commissioners Ahn and Sullivan. Noes: None. Excused: Commissioner Wald.)

There was no public comment.

7. **Director's Update.** Deborah Raphael, Director (Discussion)

Deborah Raphael, Director discussed tree chipping event, site visit to all electric school, site visit to improved cafeteria, a building decarbonization meeting for new construction, a meeting with climate advocates, Yerba Buena volunteer day, Martin Luther King Day breakfast, upcoming workshop related to an ordinance for parking lots EV infrastructure, upcoming building decarbonization events, electrification fair, and a new composting outreach campaign.

Commissioner Sullivan asked about the climate emergency 100-day period.

Deborah Raphael discussed the 100-day period.

Commissioner Ahn asked if a consultant did the work on this.

Deborah Raphael said that a consultant did the modeling and the Department did the writing.

8. **New Business/Future Agenda Items.** Charles Sheehan, Chief Policy and Public Affairs Officer (Discussion)

Charles Sheehan discussed the upcoming meetings and possible agenda items.

There was no public comment.

9. Adjournment.

The meeting was adjourned at 6:19 p.m.

The next meeting of the Commission on the Environment Policy Committee is scheduled for Monday, February 10, 2020 at 5:00 p.m. in City Hall, Room 421.

*If a quorum of the Commission on the Environment is present, it will constitute a Special Meeting of the Commission on the Environment. The Commission Affairs Manager shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

** Copies of explanatory documents are available at (1) the Commission's office, 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 entry to the building. (2) on the Commission's website <http://www.sfenvironment.org/commission>; (3) upon request to the Commission Affairs Secretary, at telephone number 415-255-5870, or via e-mail at Diedre.Tanenberg@sfgov.org. If any materials related to an item on this agenda have been distributed to the Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission> as attachments to the agenda or meeting minutes.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Committee, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of Committee Members. Any written comments should be sent to: Public Affairs Assistant, Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Affairs Manager by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Public Affairs Assistant and the public.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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The following services are available on request 72 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Diedre Tanenberg at (415) 255-5870 to make arrangements for the accommodation. Late requests will be honored, if possible.

Language Access

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Public Affairs Assistant at 415-255-5870 or diedre.tanenberg@sfgov.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

語言服務

根據語言服務條例(三藩市行政法典第91章)，中文、西班牙語和/或菲律賓語(泰加洛語)傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也將可提供。上述的要求，請於會議前最少48小時致電 415-355-3709或電郵至diedre.tanenberg@sfgov.org向委員會秘書提出。逾期提出的請求，若可能的話，亦會被考慮接納。

Acceso A Idioma

De acuerdo con la Ordenanza de Acceso a Idiomas "Language Access Ordinance" (Capítulo 91 del Código Administrativo de San Francisco "Chapter 91 of the San Francisco Administrative Code")

intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con el Secretario de la Comisión al 415-255-5870, o Diedre.tanenberg@sfgov.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

Access Sa Wika

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission sa 415-255-5870, o Diedre.tanenberg@sfgov.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 244, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-5163; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at www.sfgov.org/ethics.

Diedre Tanenberg, Public Affairs Assistant Coordinator
TEL: (415) 255-5870; FAX: (415) 554-6393

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