



**SF Environment**  
**Our home. Our city. Our planet.**  
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](#)**

**MEETING MINUTES DRAFT**

**Wednesday, June 10, 2020, 6:00 P.M.**

**Watch SF Cable Channel 26**  
**Watch [www.sfgovtv.org](http://www.sfgovtv.org)**

**PUBLIC COMMENT CALL-IN**  
**1-408-418-9388 /**  
**Access Code: 146 462 6871**

**Due to the COVID-19 health emergency and to protect Commissioners, SFE staff, and members of the public, the Commission on the Environment's Meeting Room (Room 416) is closed.**

**Members of the public are to participate remotely. If you want to ensure your comment on any item on the agenda is received by the Commission on the Environment in advance of the meeting, please send an email to [diedre.tanenberg@sfgov.org](mailto:diedre.tanenberg@sfgov.org) by 5pm on Tuesday, June 9 or call (415) 255-5870. Please see the information on the next page for remote meeting access.**

**COMMISSION MEMBERS:** Heather Stephenson (President), Eddie Ahn (Vice President), Elmy Bermejo, Tiffany Chu, Johanna Wald, Mike Sullivan and Sarah Wan.

**ORDER OF BUSINESS**

**Public comment will be taken on each agenda item before the Commission takes action on that item.**

**1. Call to Order and Roll Call.**

The Commission on the Environment meeting was convened at 6:09 p.m.

Present: Commissioners Bermejo, Ahn, Chu, Stephenson, Sullivan and Wan; Excused: Commissioner Wald.

Charles Sheehan, Policy & Public Affairs Officer gave an overview of the teleconference meeting structure, including instructions for public comments.

## **2. President's Welcome. (Discussion)**

President Stephenson began with an overview on best practices for Commissioners and the public viewing the teleconference meeting. The President acknowledged the productivity of the Department amidst COVID-19, highlighted events, and recognized the need for the Commission on the Environment, Department of the Environment, and the city to address racial equity and climate change.

There was no public comment.

## **3. Approval of Minutes of the January 28, 2020 Commission on the Environment Meeting.** (Explanatory Documents: January 28, 2020 Draft Minutes) (Discussion and Action)

Upon a motion by Commissioner Sullivan and a second by Commissioner Bermejo the minutes were approved without objection. (Ayes: Commissioner Ahn, Bermejo, Chu, Stephenson, Sullivan and Wan; Noes: None; Absent: Commissioner Wald).

There was no public comment.

## **4. General Public Comment: Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.**

Public Comment via Telephone:

Victoria of 350 Bay Area asked about the Department's work on CBEI (Consumption Based Emissions Inventory). She inquired on status of the commitment to publish CBEI report in December 2019. Victoria also encouraged the Commission to consider C40 2030 commitments and to submit a declaration to achieve a planetary healthy diet for all that could model LA's commitment and include a cost-effective strategy.

David Pilpel addressed the technical issues of the teleconference meeting. David requests public comment instructions to be made clear in advance of each agenda item, as well as better and earlier availability of materials to provide public comment on. David also encouraged the Department to utilize an area code that is not long-distance.

## PRESENTATION

## **5. Discussion of Budget Guidelines and Revisions to the Department of Environment's Fiscal Year 2020-21 and 2021-22 Draft Budget.** Sponsor: Deborah Raphael, Director. Speaker: Joseph Salem, Program Manager, Finance and Administration. (Explanatory Document: Draft Department of the Environment Fiscal Year 2020-21 and 2021-22 Budget) (Discussion)

Director Deborah Raphael introduced agenda item.

Joseph Salem, Program Manager, Finance and Administration, discussed the Mayor's revised Budget Appropriation Guidelines on city expenditures due to COVID-19 and the impact on the Department.

Commissioner Sullivan inquired about the potential impact on programs that depend on work orders. Therefore, would we see a modest or severe reduction in work orders that our programs rely heavily on?

President Stephenson discussed priorities of other city department's related to climate goals and how to be held accountable for meeting targets. Current climate settings are under discretion of the Mayor's priorities which in turn could shift budget impacts on programs that are now vulnerable.

Joe Salem stated the Mayor's Directives include a requirement for city departments that plan to modify work order agreements must notify the affected departments. And he stated that there is no definitive information from departments yet.

Director Raphael explained existing programs have citywide and international goals and expressed concern about enterprise departments whose funding sources are reduced due to diminished revenues. These departments have a fiscal impact on our programs.

Public Comment via Telephone:

David Pilpel requested the Department circulate work orders listed by Departments. David shared opportunities to improve staff and development trainings.

SF Resident, Susan, encouraged the department to consider additional grants for sources of funding for biodiversity and climate projects.

**6. Discussion and Action to Approve the Draft 2019 Annual Buy Green Report.** Sponsor: Deborah Raphael, Director. Speaker: Jessian Choy, City Toxics Reduction Analyst. (Explanatory Document: Draft 2019 Annual Buy Green Report) (Discussion and Action)

Director Raphael introduced the item.

Jessian Choy, City Toxics Reduction Analyst provided insight and overview of progress city departments have made with environmentally preferred purchasing activities. The presentation included COVID-19 actions and safer disinfectants.

Awardees expressed gratitude and acceptance of the Buy Green Team Award.

President Stephenson discussed barriers for city departments to purchase products that are approved on product lists.

Commissioner Ahn requested consideration for translation of report into multiple languages.

There was no public comment.

Upon a motion by Commissioner Bermejo and a second by Commissioner Sullivan, the report was approved without objection. (Ayes: Commissioners Stephenson, Ahn, Bermejo, Chu, Sullivan, Wan; Noes: None; Absent: Commissioner Wald)

**7. Discussion and Action to approve increasing the Safe Drug Disposal Stewardship Ordinance**

**Fees.** Sponsor: Deborah Raphael, Director. Speaker: Maggie Johnson, Senior Toxics Reduction Coordinator. (Explanatory Document: Safe Drug Disposal Stewardship Ordinance Revised Fee Schedule) (Discussion and Action)

Director Raphael introduced the item.

Maggie Johnson, Senior Toxics Reduction Coordinator discussed a need to address oversight and operations of the program and ensure expenses account for these activities and allow us to continue to operate the program.

Commissioner Sullivan inquired on data collected from disposal of medications through the program.

Commissioner Chu asked if there any objections from current program operators on the proposed fee increase.

Maggie Johnson shared that other bay area counties are considering a similar ordinance and have learned from the department on expenditures in the labor and operations of the program.

There was no public comment

Upon a motion by Commissioner Sullivan and a second by Commissioner Wan, the fees were approved without objection (Ayes: Commissioners Stephenson, Ahn, Chu, Sullivan, Wan; Noes: None; Absent: Commissioner Wald; Abstention: Commissioner Bermejo)

**8. Presentation to Highlight and Acknowledge Department of the Environment Staff Deployed as Disaster Service Workers and Aiding in the City's Response to COVID-19.** Sponsor: Deborah Raphael, Director. Speakers: Adam Romoslawski, Senior HR Consultant, Esther Tang, Environmental Education Coordinator, and Ciara Pringle, Toxics Reduction Associate. (Discussion)

Director Raphael introduced the item.

Adam Romoslawski, Senior HR Consultant provided context and background on employees deputized as DSW (Disaster Service Worker). The presentation included an overview in the flexibility and distribution of staff deployed, assignments, and job developments.

Esther Tang, Environmental Education Coordinator shared her experience at the Emergency Operation Center facilitating orientation, training, preliminary meetings and logistic planning.

Ciara Pringle, Toxics Reduction Association shared her experience as a greeter at one of the many test sites for COVID-19.

Charles Sheehan, Chief Policy & Public Affairs Officer, shared his experience at the Emergency Operations Center triaging press conferences and governmental relations.

Director Raphael complimented the department's accomplishment as one of the departments with the most staff deployed as DSW's in various assignments.

President Stephenson provided thanks to staff in service.

Commissioner Sullivan provided thanks to staff in service.

There was no public comment.

**9. Presentation on Recently Launched Essential Workers Ride Home Program.** Sponsor: Charles Sheehan, Chief Policy and Public Affairs Officer. Speaker: Alex Bogdan, Senior Strategist Marketing & Community Engagement, and Mike Pickford, SFCTA Senior Transportation Planner, SFCTA. (Discussion)

Charles Sheehan, Chief Policy & Public Affairs Officer introduced the item.

Alex Bogdan, Senior Strategist Marketing & Community Engagement discussed the launch of the Essential Workers Ride Home Program in response to COVID-19. The presentation included background context on the Emergency Ride Home program and how it overlaps with the new initiative, provided an overview of the partnership between SFE & the San Francisco County Transportation Authority, and shared digital marketing strategies within target demographics.

Mike Pickford, SFCTA Senior Transportation Planner, discussed allocation of existing funding for the Emergency Ride Home Program and their ability to redirect Proposition K funds to the new initiative in response to Commissioner Haney's request for transit options for essential workers who work late night shifts during city emergencies. The presentation included application processes, key takeaways, and identified opportunity areas.

President Stephenson complimented the progress and quick turnaround of an initiative.

There was no public comment.

**10. Discussion and Action to Approve Resolution File No. 2020-01-COE regarding funding for the San Francisco Carbon Fund Grants.** Sponsor: Deborah Raphael, Director. Speaker: Shawn Rosenmoss, Senior Environmental Specialist for Development and Community Partnerships. (Explanatory Documents: Resolution File 2020-01-COE San Francisco Carbon Fund Grant and Funding Recommendations) (Discussion and Action)

Director Raphael introduced the item.

Shawn Rosenmoss, Senior Environmental Specialist for Development and Community Partnerships provided an overview of the Carbon Fund Grant program and provided historical context. Her presentation included 2019-2020 Carbon Fund Grantees and projects to sequester carbon in low income neighborhoods.

Grantees, Friends of the Urban Forest and Climate Action Now, expressed their gratitude.

Commissioner Sullivan discussed the importance of investing in biodiversity with local urban greening efforts.

Director Raphael expressed appreciation for the grantees and their work.

Upon a motion by Commissioner Sullivan and a second by Commissioner Wan, the resolution was

approved without objection. (Ayes: Commissioners Stephenson, Ahn, Bermejo, Sullivan, Wan; Noes: None; Absent: Commissioner Wald; Abstention: Commissioner Chu)

There was no public comment.

**11. Director's Report.** Speaker: Deborah Raphael, Director. (Explanatory Document: Director's Report) (Discussion)

Director Raphael discussed the commitment to racial equity. Her report included priorities around performance appraisal processes, staff training, and racial equity tools.

There was no public comment.

**12. Announcements.** (Discussion)

There were no announcements.

There was no public comment.

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

Charles Sheehan, Chief Policy & Public Affairs Officer discussed the upcoming meeting on July 28<sup>th</sup>. Discussed meetings are to be held remotely and sub-committees will continue to be cancelled. July agenda items include an update on the Green Business Program, climate action planning, and possible draft ordinances.

Commissioner Stephenson inquired about the Reduced Risk Pesticide List and the approval process.

Public Comment via Telephone:

David Pilpel asked for the schedule of policy body meetings to be clarified.

**14. Adjournment.**

The meeting was adjourned at 8:41 p.m.

**The next meeting of the Commission on the Environment is scheduled for Tuesday, July 28, 2020, 5:00 p.m. at City Hall, Room 416.**

**PUBLIC COMMENT CALL-IN: 1-408-418-9388 /**  
Access Code: **146 462 6871**

### Providing Public Comment

<ul style="list-style-type: none"><li>• <i>Ensure you are in a quiet location</i></li><li>• <i>Speak clearly</i></li><li>• <i>Turn off any TVs or radios around you</i></li></ul>	<ol style="list-style-type: none"><li>1. When prompted, “raise hand” by pressing * 3 (star, 3) and you’ll be queued.</li><li>2. Callers will hear silence when waiting for your turn to speak. Operator will unmute you.</li><li>3. When prompted, callers will have the standard three minutes to provide comment.</li></ol>
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In accordance with Governor Gavin Newsom’s statewide order for all residents to “Stay at Home” - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus. Copies of explanatory documents are available at 1) on the Commission’s website <http://www.sfenvironment.org/commission>; (2) upon request to the Public Affairs Asst. Coordinator, at telephone number 415-255-5870, or via e-mail at [diedre.tanenberg@sfgov.org](mailto:diedre.tanenberg@sfgov.org).

#### 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: Commission Affairs Manager, 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 Commission Affairs Manager 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).)

### **Accessible Meeting Policy**

The Commission on the Environment meeting will be held virtually due to the public health emergency.

To obtain a disability-related accommodation, including auxiliary aids or services, or to obtain meeting materials in alternative format, please contact Diedre Tanenberg at (415) 355-5870. Providing at least 72 hours' notice will help to ensure availability. Written reports or background materials for calendar items are available for public inspection and are available online at [www.sfenvironment.org/coe](http://www.sfenvironment.org/coe). Public comment will be taken on each item before or during consideration of the item.

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.

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 Commission Affairs Manager at 415-355-3500, or [diedre.tanenberg@sfgov.org](mailto: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](mailto: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 415-355-3500, o [diedre.tanenberg@sfgov.org](mailto: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 415-355-3500, o [diedre.tanenberg@sfgov.org](mailto: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: [sotf@sfgov.org](mailto:sotf@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](http://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](http://www.sfgov.org/ethics).

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554-6393

Posted: June 24, 2020