



**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  
[Policy Committee](#)\***

**MEETING MINUTES FINAL**

**Monday, June 14, 2021 at 5:00 PM  
Remote meeting via web conference**

**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.**

**Please see the information on the next page for remote meeting access.**

COMMITTEE MEMBERS: Commissioners Mike Sullivan (Chair), Eddie Ahn, 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 of the Commission on the Environment Policy Committee was convened at 5:02 p.m.

Present: Commissioners Eddie Ahn, Mike Sullivan, and Johanna Wald.

**2. Approval of minutes of the May 10, 2021 Commission on the Environment Policy Committee meeting.** (Explanatory Document: May 10, 2021 Draft Minutes) (Discussion and Possible Action)

Upon a motion by Commissioner Wald and a second by Commissioner Ahn the minutes were approved without objection. (Ayes: Commissioners Ahn, Sullivan, and Wald; Noes: None; Absent: 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. Discussion and Possible Action to Recommend that the Commission Approve the Draft 2020 Annual Buy Green Report.** Sponsor: Deborah Raphael, Director. Speaker: Jessian Choy, City Toxics

Reduction Analyst. (Explanatory Document: Draft 2020 Annual Buy Green Report) (Discussion and Possible Action)

Director Raphael introduced the item.

Jessian Choy presented on the 2020 Annual Buy Green Report.

Sailaja Kurella, Office of Contract Administration, thanked the Department and spoke about the improvements in direct purchasing.

Scott Barlow, Bureau of Building Repair, thanked the Department and expressed appreciation for the help finding materials that will be safer for staff.

Chair Sullivan asked for additional details on the recommendations for refrigerants.

Jessian said that it is difficult to find purchasers and that they are just recommendations for now.

Chair Sullivan asked if city vehicles are included in this report.

Jessian said that they are not but that they are listed on the SFApproved.org website.

Chair Sullivan asked if the dashboard was used to choose the award recipients.

Jessian said that the awards have previously been giving based on purchasing data from vendors.

Commissioner Wald asked if the dashboard is visible to people outside City departments.

Chris Geiger said that this is a pilot, and he is hoping that it could be disseminated for feedback.

Director Raphael said that the dashboard will be a powerful communication tool and she hopes to share any lessons learned next year. She asked how to best improve compliance and what the Department could improve.

Sailaja said that making resources more accessible and raising awareness of the regulations would be helpful.

Scott added that staff need to start thinking about environmental impact of purchasing decisions.

Upon a motion by Commissioner Wald and a second by Commissioner Ahn, the motion to recommend that the Commission Approve the Draft 2020 Annual Buy Green Report was approved without objection. (Ayes: Commissioners Ahn, Sullivan, and Wald; Noes: None; Absent: None).

**5. Update on Building Material Reuse 2021 Progress.** Sponsor: Deborah Raphael, Director. Speakers: Eden Brukman, Senior Green Building Coordinator, and James Slattery, C&D Zero Waste Coordinator. (Discussion)

Director Raphael introduced the item.

Eden and James presented on building material reuse progress in 2021.

Commissioner Ahn asked about trends due to the pandemic and how downtown San Francisco will be impacted.

Eden said that they have heard concerns about the abundance of furniture and that the material exchange will help with this.

James added that this problem existed long before the pandemic.

Commissioner Wald asked how this work is connected to the groups thinking about new building construction.

Eden said that the All for Reuse Alliance includes contractors and designers.

James added that about half of comingled debris can be repurposed and the other half cannot. This issue originates at the building's conception.

Eden said that this connects to the building's embodied carbon.

Chair Sullivan expressed excitement over the online exchange and asked who the owner of the platform will be.

Eden said that this needs to be determined but hopes to figure out the economics through the proposal process.

Chair Sullivan said that Craigslist might be able to provide support or ideas. He asked what items could be reused and make a difference.

Eden said that surplus materials and finishing materials are low hanging fruit.

James added that breaking free from profits could open up a lot of possibilities.

Chair Sullivan said that he would like to hear an update on this project at the end of the grant.

There was no public comment.

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

Charles Sheehan presented this item for Director Raphael. Charles discussed the recent mobile recycling pilot demonstration, staff changes in the Mayor's Office, and gave an update on returning to the office.

There was no public comment.

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

Charles reviewed dates for the next Commission and Committee meetings as well as potential agenda items.

There was no public comment.

#### 8. **Adjournment.**

The meeting was adjourned at 6:47 p.m.

The next meeting of the Commission on the Environment Policy Committee is scheduled for Monday July 12, 2021, at 5:00 p.m. In compliance with the San Francisco Health Officer's Order No. C19-07 directing all individuals to "shelter in place," and in compliance with the Mayor's emergency orders regarding the conduct of City meetings, public meetings of the Commission on the Environment and its committees will continue on a remote conferencing basis only at this time.

Find out about upcoming deadlines, public hearings and meetings. Search the [SFEnvironment.org](https://www.sfenvironment.org) website archived minutes and agenda

\*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.

## Remote Access to Information and Participation

This meeting will be held remotely using video conferencing, through the WebEx Meetings platform, and by telephone for members of the public who are unable to attend using computers or smart devices.

## Attending the Meeting: Watch or Listen

Members of the public have the following options for attending the meeting:

Option 1: Watch the meeting using a computer or smart device by clicking on the following link:

<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=ef8252a632817e874ffa68a7ee9085c57>

- If you are able to and would like to watch via your computer, please follow these instructions: i) Click on the link above; ii) Enter your first name, last name, and email address if desired; iii) Click "Join by Browser" (directly beneath the "Join Now" button);
- If you are able to watch via your smart mobile device: i) Download the Webex Meetings application; ii) Click on the link above; iii) Click "Join"; iv) Enter your name and email; v) Click "Ready to Join".

Option 2: Join the meeting by phone if you do not have access to a computer or smart device.

Dial: **415-655-0001** and then enter the Access Code: **187 505 5595**

## Participating During Public Comment

Members of the public will have opportunities to participate during public comment. The public is asked to wait for the particular agenda item before making a comment on that item. Comments will be addressed in the order they are received. When the moderator announces that the Committee is taking public comment, members of the public can:

Dial: **415-655-0001** and then enter the Access Code: **187 505 5595**

- 1) Participate over the phone by pressing \*3 (this step is very important, as it will activate the "Raise Hand" icon in the Participant window).

Depending on the number of people also in line ahead of you, you may have to wait before it is your opportunity to speak. When it is your turn, you will be notified that your line has been unmuted, and it will be your opportunity to speak. Your line will be muted again when your allotted time expires.

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 Commission Affairs Officer, at telephone number 415-355-3709, or via e-mail at [katie.chansler@sfgov.org](mailto:katie.chansler@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 Officer, 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 Officer 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 Officer 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).)

### **Disability Access**

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

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 Katie Chansler at (415) 355-3709 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 Commission Affairs Officer at 415-355-3709 or [katie.chansler@sfgov.org](mailto:katie.chansler@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[katie.chansler@sfgov.org](mailto:katie.chansler@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 415-355-3709, o [katie.chansler@sfgov.org](mailto:katie.chansler@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 415-355-3709, o [katie.chansler@sfgov.org](mailto:katie.chansler@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: [soft@sfgov.org](mailto:soft@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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