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**City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee**

SPECIAL MEETING MINUTES APPROVED

**Wednesday, July 5, 2017, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

Committee Members: Members Igor Lacan (Chair), Nicholas Crawford, Dan Flanagan, Meg Lowman and Andrew Sullivan.

Order of Business

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

1. Call to Order and Roll Call.

The meeting was called to order at 4:03 p.m.

Present: Members Lacan, Crawford, Flanagan and Andrew Sullivan (Member Sullivan arrived at 4:05 p.m.); Excused: Member Lowman.

2. Approval of Minutes of the May 2, 2017 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: May 2, 2017 Meeting Draft Minutes) (Discussion and Action)

Upon a motion by Member Lacan and a second by Member Flanagan, the meeting minutes were approved without objection. (Ayes: Members Lacan, Crawford, Flanagan and Andrew Sullivan; Excused: Member Lowman)

Public Comment:

Unidentified speaker discussed the issue of undergrounding.

David Pilpel discussed minor edits

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.

Nancy Wuerfel discussed support for Member Flanagan's suggestion to have the Committee discuss the issue of undergrounding of utilities, the official book for landmark trees and the Department of the Environment website.

David Pilpel discussed utility undergrounding and the appeal process for the removal of trees by the Van Ness Bus Rapid Transit (BRT) Project.

4. Explanation of process for amending the Urban Forestry Council bylaws to clarify the Landmark Tree Process. Speaker: Neha Gupta, Deputy City Attorney, Office of the City Attorney (Discussion)

Neha Gupta, Deputy City Attorney, Office of the City Attorney discussed draft amendments to the Urban Forestry Council bylaws relative to the Landmark Tree Process.

Member Flanagan asked about the provision that was added to the draft bylaws regarding the containment of subject trees.

Member Swae asked about what portion of the tree needs to be on both properties.

Member Flanagan asked about the addition of the Chair's authority to appoint committee members.

Public Comment:

Unidentified speaker discussed the requirements of Landmark Tree Committee members to attend a site visit or perform an evaluation.

David Pilpel discussed various recommended amendments to the draft bylaws.

Member Swae recommended changing page 2, line 23 of the draft bylaws to clarify that all members of the Committee must perform a site visit.

Member Crawford asked for clarification about the staff role in the process.

Anthony Valdez, Commission Affairs Manager, discussed the next steps in the process including an action item at the August Planning and Funding Committee meeting to recommend that the Urban Forestry Council approve the draft bylaws at the meeting of the full Council in August.

Member Flanagan discussed the use of the word "preliminary" on page 2, line 9 of the draft bylaws.

Member Swae discussed the words "reject nomination" on page 3, line 14 of the draft bylaws.

5. Discussion of Annual Urban Forest Report Survey. (Explanatory Documents: Draft Urban Forest Report Survey and Draft Urban Forest Report Alternative Survey) (Discussion)

Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment, discussed a change in the format of the survey to clarify and a proposed additional question by Member Sal Genito proposed at the last Urban Forestry Council meeting regarding number of claim of injury.

The Committee discussed adding a question to the survey requesting information about how many injury claims were made each year against the agencies who receive the survey.

Member Flanagan requested that staff confer with the Office of the City Attorney regarding the availability of claim information.

Public Comment:

David Pilpel discussed the appropriate person to confer with at the Office of the City Attorney, the length of the alternative survey and questions on the survey.

Member Flangan asked about the timeline of the report's completion.

Member Swae asked about formatting.

6. Discussion of neonicotinoid residues in street trees. (Discussion)

Chris Geiger, Integrated Pest Management Manager, San Francisco Department of the Environment discussed neonicotinoid residues in street trees including San Francisco's Integrated Pest Management (IPM) program, dependence on pollinators, honeybees, loss in honeybees, native bees, long term pollinator decline, causes, neonicotinoid insecticide residues found in flowering trees, other tree data and what is known about the affects of neonicotinoids.

Member Lacan discussed the cost and feasibility of performing a report on neonicotinoid residues.

Member Crawford discussed determining the number of plants that were treated, the framing of the report and the impact of invasive pests.

Member Andrew Sullivan asked about the availability of data for the use of neonicotinoids on trees that are planted in San Francisco.

Terry Oxford asked a question (inaudible).

The meeting was moved to an adjacent room due to the time.

Member Andrew Sullivan asked about the audience of the research data.

Unidentified member of the public discussed the effects of neonicotinoids, systemics, tree diversity, applications.

Unidentified member of the public asked for additional information on the treatment of eucalyptus.

Unidentified member of the public discussed the difficulty of finding plants that have not been treated and the use of industry data.

Member Lacan said it would be a few months before a cost and funding source could be identified.

7. New Business/Future Agenda Items. (Discussion)

Member Lacan discussed future review of the Council's workplan.

The Council discussed a future discussion of the Council workplan.

Member Andrew Sullivan discussed taking a comprehensive look at the Annual Urban Forest Report survey data since there is ten years of data that is available.

Member Crawford discussed revisions to the bylaws.

Nancy Wuerfel, member of the public, discussed the Urban Forestry Council's budget, and requested the committee to schedule a meeting to discuss the budget with departmental staff.

8. Adjournment.

The meeting was adjourned at 5:28 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, August 1, 2017 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available at (1) the Department of the Environment 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 Urban Forestry Council's website <http://sfenvironment.org/ufc>; (3) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at anthony.e.valdez@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Council 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://sfenvironment.org/ufc> as attachments to the agenda or meeting minutes.

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