Municipal Green Building Task Force
MEETING NOTICE & AGENDA

Wednesday, August 9, 2023, 2pm
49 South Van Ness Ave, San Francisco 94103
Room 1201

Public Comment Call-In
Dial: 1-415-655-0001 · Access Code: 2661 594 1074 · Password: MGBTF

Members of the Municipal Green Building Task Force will attend this meeting in-person. Members of the public are invited to observe the meeting in-person or remotely online as described below. Members of the public attending the meeting in person will have an opportunity to provide public comment on every item.

In addition to in-person public comment, the Council will hear up to 15 minutes of remote public comment on each agenda item. The Council will hear remote public comment on each item in the order that commenters add themselves to the queue to comment on the item. Because of the 15-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Remote public comment from people who have received an accommodation due to disability (as described below) will not count toward the 15-minute limit.

1. Welcome

2. Adoption of Task Force Meeting Minutes of June 14, 2023 (5 minutes) Action

3. Amendment to the Bylaws (5 minutes) Discussion and Action
Amendments of the Municipal Green Building Task Force Bylaws serve to update the regular taskforce meeting location and time.

4. Updates: (10 minutes) Discussion
Updates about policies and programs from the Department of Environment.

5. Presentation (20 minutes) Presentation and Discussion
Jesse Coates, USGBC account manager for the City and County of San Francisco, will give an overview of the benefits associated with the city membership. Jesse will be joined by her colleague, Lisa Stanley, who will provide support in answering any technical LEED questions that may arise.

6. Presentation: (25 minutes) Presentation and Discussion
Megan Kalsman, Policy Researcher at the Carbon Leadership Forum (CLF), will present on the CLF’s embodied carbon reduction strategies checklist, which is included in ENV code Ch. 7 as a new requirement for building projects of 10,000 sq. ft. or more. Megan will review the checklist goals,
strategies, and instructions for use, which will be followed by an overview of the checklist submittal process by an SFE member.

7. **Old Business** (15 minutes) **Discussion**

Elise McLane of SFE will provide an update on the Municipal Natural Gas Equipment Inventory. Additionally, task force members will have an opportunity to provide feedback on the proposed transition of the inventory to a Microsoft PowerApps platform.

8. **Announcements**

9. **General Public Comment**

See San Francisco’s LEED® certified municipal projects on DataSF

**Remote Access to Information and Participation**

Members of the public will have the following options for accessing the meeting remotely:

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

https://sfpublic.webex.com/sfpublic/j.php?MTID=mc8026b47f233c588006e237ec6589416

If you are able to and would like to watch via your computer, please follow these instructions: (1) Click on the link above; (2) Enter your first name, last name, and email address if desired; (3) Click “Join by Browser” (directly beneath the “Join Now” button); (4) Enter password if prompted: MGBTF

If you are able to watch via your smart mobile device: (1) Download the Webex Webinar application; (2) Click on the link above; (3) Click “Join”; (4) Enter your name and email; (5) Click “Ready to Join.”

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

(1) Dial: +1-415-655-0001; (2) Enter the Access Code: 2661 594 1074; (3) Enter the Meeting Password: MGBTF

**Important Information**

Persons unable to attend the meeting may submit to the Task Force, 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 the Task Force members. Any written comments should be sent to: Nikolai Kaestner, San Francisco Department of the Environment, nik.kaestner@sfgov.org by 5:00 p.m. on the day prior to the hearing. Comments which cannot be delivered to Ms. Comerford 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 Task Force and the public.

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.

**Disability Access**

49 South Van Ness is wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link. Sign Language Interpretation is also available upon request. Captions can be enabled.

If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4 business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Nikolai Kaestner at nik.kaestner@sfgov.org or (415) 355-3510.

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

The Brown Act forbids the Task Force 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 agendized item, the Task Force 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.).)

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 Nikolai Kaestner at (415) 355-3510 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 request. Meeting Minutes may be translated, if requested, after they have been adopted. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact Nikolai Kaestner at (415) 355-3510, or nik.kaestner@sfgov.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

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; Email: 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.

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, Second Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Posted: August 2, 2023