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**City and County of San Francisco
Department of the Environment
Urban Forestry Council**

MEETING MINUTES DRAFT

**Friday, January 24, 2019, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

Council Members: Dan Flanagan (Chair), Nicholas Crawford (Vice Chair, San Francisco Public Works), Jillian Keller, Morgan Vaisset-Fauvel, Igor Lacan, Ildiko Polony, Pamela Nagle, Edgar Xochitl Flores, Andrew Sullivan, Mike Sullivan, Tom Carter (San Francisco Port), Blake Troxel (Presidio Trust), Damon Spigelman (San Francisco Public Utilities Commission), Patrick Race (San Francisco Planning Department) and Matthew Stephens (San Francisco Recreation and Park Department).

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 8:36 a.m.

Present: Chair Flanagan, Member Crawford, Member Jillian Keller (Arrived at 8:59 am), Member Morgan Vaisset-Fauvel, Member Igor Lacan, Member Ildiko Polony, Member Pamela Nagle, Member Andrew Sullivan (Arrived at 8:55 am), Member Tom Carter (Arrived at 8:42 am), Member Blake Troxel and Member Damon Spigelman, Absent: Member Mike Sullivan; Excused: Member Edgar Xochitl Flores and Member Matthew Stephens; Resigned: Member Race

2. Moment of Silence to Remember Ted Kipping. (Speaker: Nicholas Crawford, Assistant Superintendent, San Francisco Public Works)

Member Nicholas Crawford discussed Ted Kipping's devotion and took a moment of silence to recognize his contributions.

Chair Flanagan mentioned Ted Kipping's contributions to the Urban Forestry Council and devotion to trees in San Francisco.

There was no public comment on this item.

3. Adoption of Minutes of the August 27, 2019 Urban Forestry Council Regular Meeting.
(Explanatory Document: August 27, 2019 Draft Minutes) (Discussion and Action)

Upon a motion by Chair Flanagan, and a second by Member Spigelman, the minutes were adopted without objection. (Ayes: Chair Flanagan, Member Crawford, Member Morgan Vaisset-Fauvel, Member Igor Lacan, Member Ildiko Polony, Member Pamela Nagle, Member Blake Troxel and Member Damon Spigelman; Noes: None; Excused: Member Edgar Xochitl Flores and Member Matthew Stephens; Absent: Member Mike Sullivan, Member Jillian Keller, Member Andrew Sullivan, and Member Tom Carter.)

4. Adoption of Minutes of the October 22, 2019 Urban Forestry Council Regular Meeting.

(Explanatory Document: October 22, 2019 Draft Minutes) (Discussion and Action)

Upon a motion by Member Crawford, and a second by Member Troxel, the minutes were adopted without objection. (Ayes: Chair Flanagan, Member Crawford, Member Morgan Vaisset-Fauvel, Member Igor Lacan, Member Ildiko Polony, Member Pamela Nagle, Member Blake Troxel and Member Damon Spigelman; Noes: None; Excused: Member Edgar Xochitl Flores and Member Matthew Stephens; Absent: Member Mike Sullivan, Member Jillian Keller, Member Andrew Sullivan, and Member Tom Carter.)

5. Adoption of Minutes of the December 13, 2019 Urban Forestry Council Regular Meeting.

(Explanatory Document: December 13, 2019 Draft Minutes) (Discussion and Action)

Upon a motion by Member Troxel, and a second by Member Carter, the minutes were adopted without objection. (Ayes: Chair Flanagan, Member Crawford, Member Morgan Vaisset-Fauvel, Member Igor Lacan, Member Ildiko Polony, Member Pamela Nagle, Member Tom Carter, Member Blake Troxel and Member Damon Spigelman; Noes: None; Excused: Member Edgar Xochitl Flores and Member Matthew Stephens; Absent: Member Mike Sullivan, Member Jillian Keller and Member Andrew Sullivan.)

6. General Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

There was no public comment.

7. Review and vote on approval of Resolution File 2019-08-UFC commending Anthony Valdez's service to the Urban Forestry Council. (Explanatory Document: Draft Resolution 2019-08-UFC) (Discussion and Action)

Peter Brastow read the resolution.

Peter Brastow read comment from Gordon Matassa who suggested additional text related to Anthony's unwavering commitment to the public:

"WHEREAS, Anthony Valdez maintained a fair public process for all members of the public through unwavering commitment to the rules of order and the law"

Peter Brastow read a comment from Anthony Valdez related to his next career steps and gratitude to the council:

"First off, I'm sorry I couldn't be with you today and didn't have the chance to say goodbye in a formal meeting. After recently earning my master's in public administration, I've decided to take the next step in my career and was offered a great job as a senior analyst in the Bakersfield City Manager's office. Now let me say thank you for the incredibly kind words in your commendation and for four wonderful years working alongside you. I've learned a ton sitting through many, many, many hours of UFC meetings. Before staffing the UFC, I couldn't tell the difference between a pine tree and a redwood. Embarrassing I know. Now as I walk down any street, I look for trees, appreciate their beauty, give thought to the species and can now actually name quite a few.

What a lifelong gift you've given me. I'm lucky that I could match my passion for good government with your passion for trees and nature. I already miss it. Thanks again to all of you. I will definitely be in touch as I try to bring your vision, passion and knowledge of trees to the new cities I work in."

Upon a motion by Chair Flanagan, and a second by Member Lacan, the resolution was approved as amended to include the additional whereas clause without objection. (Ayes: Chair Flanagan, Member Crawford, Member Morgan Vaisset-Fauvel, Member Igor Lacan, Member Ildiko Polony, Member Pamela Nagle, Member Tom Carter, Member Blake Troxel and Member Damon Spigelman; Noes: None; Excused: Member Edgar Xochitl Flores and Member Matthew Stephens; Absent: Member Mike Sullivan, Member Jillian Keller and Member Andrew Sullivan.)

There was no public comment.

8. Review and vote on approval of Resolution File 2019-09-UFC commending Malcolm Hillan's service to the Urban Forestry Council. (Explanatory Document: Draft Resolution 2019-09-UFC) (Discussion and Action)

Peter Brastow read the resolution.

Chair Dan Flanagan acknowledged Malcom Hillan's dedication to the Council.

Malcom Hillan shared his gratitude to the Council.

Chair Dan Flanagan discussed the incredible value of Malcom Hillan's teaching.

General discussion of Hillan's past students.

Malcom Hillan commented on the growth of the Council.

Upon a motion by Member Crawford, and a second by Chair Flanagan, the resolution was adopted without objection. (Ayes: Chair Flanagan, Member Crawford, Member Morgan Vaisset-Fauvel, Member Igor Lacan, Member Ildiko Polony, Member Pamela Nagle, Member Tom Carter, Member Blake Troxel and Member Damon Spigelman; Noes: None; Excused: Member Edgar Xochitl Flores and Member Matthew Stephens; Absent: Member Mike Sullivan, Member Jillian Keller and Member Andrew Sullivan.)

9. Discussion on material reuse and the 2019 Urban Wood Academy. Speakers: Jon Swae, Principle Analyst, Bureau of Urban Forestry, Department of Public Works (Discussion)

Jon Swae, Bureau of Urban Forestry, discussed a recent trip to attend the US Forest Service Urban Wood Academy in Baltimore, MD. Jon explained the definition of urban wood, the history of urban wood in San Francisco versus Baltimore, Baltimore's regulations, and opportunities for wood reuse. Lesson learned included the benefits of social enterprise, need for partnerships and the need for tree processing locations.

Member Nicholas Crawford asked about the demand and opportunities for the use of urban wood.

Jon Swae discussed both indoor and outdoor applications for the wood.

Tom Carter asked about what opportunities exist for the trees in San Francisco.

Jon Swae discussed uses for specific San Francisco tree species.

Tom Carter discussed supply and funding.

Jon Swae discussed the breadth of issues with processing.

Damon Spigelman asked how long this program took to develop in Baltimore and the funding for it.

Member Ildiko Polony asked what the biggest barriers are to implement this in San Francisco.

Jon Swae discussed the limitations of space for storage and need to develop partnerships.

Blake Troxel discussed funding and resources.

Member Ildiko Polony asked if the US Forest Service is available to partner with other cities.

Member Igor Lacan discussed potential US Forest Service partnership.

Jon Swae discussed building deconstruction, use, working group and contractors.

Andrew Sullivan discussed bundling resources and partnerships for tree processing.

Member Nicholas Crawford discussed monetary value in reuse of trees.

Member Igor Lacan discussed the differences between the implementation of this program in Baltimore versus San Francisco.

Member Nicholas Crawford discussed contractor options.

Jon Swae invited the council to designate someone to stay in touch with and suggested coming back in three months with an update.

There was no public comment.

10. Discussion on implementation of the Urban Forestry Council Strategic Plan. Speaker: Igor Lacan, Chair, Planning and Funding Committee. (Explanatory Documents: Strategic Plan Member Assignment and UFC 2019 Strategic Plan)(Discussion)

Member Igor Lacan, Planning and Funding Committee, discussed subsections of strategic plan.

Chair Flanagan discussed future meeting structure related to strategic plan and Brown Act issues.

Peter Brastow discussed that a quorum cannot meet outside and suggested researching the topic further.

Chair Flanagan asked for someone to take the lead on one of the subsections.

Member Jillian Keller asked what leading a group entails and volunteered.

Chair Flanagan discussed requiring each subsection to report at each meeting.

Peter Brastow discussed the structure for discussing strategic plan and items.

General discussion on which members will contribute and lead items.

Member Igor Lacan discussed how to bring items forward to the Planning & Funding Committee.

Member Nicholas Crawford discussed that item 3 is missing a lead and welcomed individuals to take the lead.

Member Ildiko Polony asked for more information about the Brown Act.

Member Nicholas Crawford provided more detail about conducting appropriate correspondences.

Chair Flanagan said there should be no conference calls with more than four people.

Peter Brastow will send out more information related to the Brown Act.

There was no public comment on this item.

11. Committee Reports: (Discussion)

Planning & Funding Committee. Igor Lacan, Committee Chair.

Igor Lacan, Committee Chair, thanked Jon Swae for presenting at both the Planning & Funding Committee Meeting and the Full Council.

Landmark Tree Ad Hoc Committee.

No committee meeting.

Discussion on commitment to this committee.

12. Staff Report. Peter Brastow, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Peter Brastow discussed creating a pipeline for development projects.

Member Keller asked about the Council review of developments.

Chair Flanagan discussed that power of influence is the only authority the Council has.

Peter Brastow discussed vegetation data.

13. Urban Forestry Council Member Announcements. (Discussion)

Chair Flanagan discussed opportunity with "Trillion Tree Global Vision."

Member Keller asked about the funding for the "Trillion Tree Global Vision."

There was no public comment.

14. New Business/Future Agenda Items. (Discussion and Possible Action)

Peter Brastow discussed commendations, resignations, and landmark tree presentation.

Member Nicholas Crawford discussed adding an agenda item for new member orientation.

There was no public comment.

15. Adjournment.

The meeting was adjourned at 10:06 am

The next meeting of the Urban Forestry Council is scheduled for Tuesday, January 24, 2020 at 8:30 a.m., City Hall, Room 400, San Francisco, CA 94102.

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 Secretary, at telephone number 415-355-3700, or via e-mail at environment@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. Written public comment received by the Council will be posted as an attachment to the minutes.

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 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 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 48 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 the Department of Environment at (415) 355-3700 or environment@sfgov.org to make arrangements for the accommodation. Late requests will be honored, if possible.

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Language Access

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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 415-355-3700或電郵至environment@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 415-355-3700, o environment@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 415-355-3700, o environment@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: soff@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, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other 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.

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Posted: January 20, 2020