



**San Francisco Public Utilities Commission  
 Citizens' Advisory Committee**

**MEETING MINUTES**

**Tuesday, October 18, 2022  
 5:30 p.m. – 7:00 p.m.**

**PARTICIPATE VIA ZOOM VIRTUAL CONFERENCE SOFTWARE**

**Meeting URL**

<https://sfwater.zoom.us/j/81471787928pwd=TW5NQ0lrhHhzb1ZyeC9rZFYveThCZz09>

**Phone Dial-in**

669.219.2599

Find your local number: <https://sfwater.zoom.us/u/kbwFEr2FCG>

**Meeting ID/Passcode**

814 7178 7928 / 504544

This meeting is being held by Teleconference Pursuant to the Governor's Executive Order N-29-20 and the Sixteenth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25,2020

During the Coronavirus Disease (COVID-19) emergency, the San Francisco Public Utilities Citizens Advisory Committee's (SFPUC CAC) regular meeting room, 525 Golden Gate Ave., 3rd Floor Tuolumne Conference Room, is closed. CAC Members and SFPUC staff will convene CAC meetings remotely by teleconference. Members of the public are encouraged to submit their public comment on agenda items in advance of the teleconference meeting by emailing comments to [cac@sfwater.org](mailto:cac@sfwater.org). Comments submitted no later than 12 PM Tuesday the day of the meeting will be read into the record by SFPUC CAC Staffing Team members during the teleconference meeting and will be treated as a substitute to providing public comment during the meeting. Persons who submit written public comment in advance on an agenda item or items will not be permitted to also provide public comment on the same agenda item(s) during the meeting.

**Mission:** The purpose of the SFPUC CAC is to provide recommendations to the SFPUC General Manager, the SFPUC Commission, and the Board of Supervisors regarding the agency's long-term strategic, financial, and capital improvement plans ([Admin. Code Article XV, Sections 5.140 - 5.142](#))

**Members:**

**Moisés García, Chair (D9)**

- VACANT (D1)
- Suki Kott (D2)
- Steven Kight (D3)
- Douglas Jacuzzi (D4)
- Emily Algire (D5)
- Barklee Sanders (D6)
- Joshua Ochoa (D7)
- Amy Nagengast (D8)

- VACANT (D10)
- Jennifer Clary (D11)
- Maika Pinkston (M-Environmental Org.)
- Nicole Sandkulla (M-Regional Water Customers)
- VACANT (M-Engineering/Financial)
- Eliahu Perszyk (M-Large Water User)
- Andrea Baker (B-Small Business)
- Michelle Pierce (B-Environ. Justice)

**London N. Breed**  
 Mayor

**Anson Moran**  
 President

**Newsha Ajami**  
 Vice President

**Sophie Maxwell**  
 Commissioner

**Tim Paulson**  
 Commissioner

**Dennis J. Herrera**  
 General Manager

**OUR MISSION:** To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



**D = District Supervisor appointed, M = Mayor appointed, B = Board President appointed**

Staff Liaisons: Mayara Ruski Augusto Sa, Lexus Moncrease and Jotti Aulakh  
Staff Email for Public Comment: [cac@sfwater.org](mailto:cac@sfwater.org)

## **ORDER OF BUSINESS**

### **1. Call to order and roll call at 6:21 pm**

Members present at roll call: (10) García, Kott, Jacuzzi, Algire, Ochoa, Nagengast, Clary, Pinkston, Sandkulla, and Perszyk

Members Absent: (4) Kight, Sanders, Baker, and Pierce

Staff/Presenters: Sophie Maxwell, Melissa White, and Valerie Tulier-Laiwa

Members of the Public: None

### **2. Approve [August 16, 2022](#) Minutes**

The approval of the [August 16, 2022](#) Minutes was postponed to the next meeting as this meeting was called to order at 6:21pm.

### **3. Report from the Chair**

- Welcome members, staff, and the public
- Ohlone Tribal Land Acknowledgement
- New CAC Member Introduction

This item was heard for informational purposes only.

### **4. SFPUC Communications**

- [Audit and Performance Review Quarterly Report](#)
- [Budget Status Quarterly Report](#)
- [Final Changes to FY 2022-23 and FY 2023-24 Operating and Capital Budgets since Commission Adoption](#)
- [Capital Financing Plan for Fiscal Year 2022-23](#)
- Water Enterprise
  - [Drought Conditions Update \(October 3, 2022\)](#)
  - [Water Pipeline Assessment](#)
  - [BAWSCA Update](#)
  - [Annual Water System Improvement Report](#)
  - [Retail Drought Response Framework Overview](#)
  - [Water Enterprise Capital Improvement Quarterly Report](#)
  - [Water System Improvement Program Quarterly Report](#)
  - [Alternative Water System Program Quarterly Report](#)
- Wastewater Enterprise
  - [Wastewater Capital Programs Quarterly Report](#)
- Power Enterprise
  - [Hetch Hetchy Capital Improvement Program Quarterly Report](#)
  - [CleanPowerSF Quarterly Report](#)
  - [CleanPowerSF 2022 Integrated Resource Plan Modeling](#)
  - [CleanPowerSF Integrated Resource Plan Outreach](#)
  - [Franchise Compliance Reports for Audit Period CY 2019-2020](#)

This item was skipped as the meeting was called to order at 6:21pm.

5. **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

Public Comment: None

6. **Discussion and Possible Action:** [Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953\(e\)](#), Moises Garcia, Full CAC Chair

Motion was made (Kott) and seconded (Nagengast) to adopt the resolution.

The motion PASSED with the following votes:

AYES: (10) García, Kott, Jacuzzi, Algire, Ochoa, Nagengast, Clary, Pinkston, Sandkulla, and Perszyk

NOES: (0)

ABSENT: (4) Kight, Sanders, Baker, and Pierce

Public Comment: None

7. **Discussion: Commissioner Update:** Commissioner Sophie Maxwell, SFPUC

This item was heard for informational purposes only due to a lack of quorum.

8. **Presentation and Discussion:** [SFPUC Hiring Overview](#), Melissa White, Talent Acquisition Manager, SFPUC HRS

*Presentation*

- SFPUC Hiring Overview
- Agenda
- Key elements distinguishing the City from Private Sector
- The Civil Service Personnel Cycle
- Hiring Process Overview
- Exempt vs Permanent Appointments
- Who Is Involved In The Hiring Process
- Defining Position Needs Job Analysis
- Exam Components
- What are Minimum Qualifications?
- Screening for Minimum Qualifications
- Administering the Exam
- Eligible List/Score Report
- What is a Referral?
- Interview and Selection
- Appointment Processing
- Recruitment – Posting
- External and Internal Hiring Obstacles
- Pandemic Impacts on PUC
- PUC Experienced Higher Than Average Employee Exits in Current Fiscal Year (FY2022)
- PUC Vacancy Trend FY 2017/18 – FY2021/22

- Hiring Priority Planning Strategies
- Hiring Priority Planning Strategies – HRS Improvements
- Increasing Diverse Candidate Pool
- Equitable Hiring Process
- Important Links

*Discussion*

- **Member Kott** asked if the process described on slide 5 would be different for an existing position that would be vacated by someone who is retiring.

**Staff White** responded that there is not a good method for succession planning within the civil service system. She noted that the SFPUC has spoken to DHR (Department of Human Resources) about this because it is a complicated system, and the SFPUC has not had a successful way to plan for an individual's retirement. She noted that the SFPUC was able to address that in the past by hiring someone for an exempt position or putting the current incumbent in the exempt position while they do the recruitment process. The caveat is that the SFPUC needs sufficient notice of the retiree leaving to organize this process. She commented the SFPUC has tried to build in ways to overlap for succession planning and transfer of knowledge. Staff White also noted that retired employees can return as a Prop F employee, which would allow transfer of knowledge. She commented that often there will be a gap where a position could be vacant for several months because the process is so long.

- **Member Kott** commented that the process was awful and asked if the SFPUC would need to obtain budget approval for an already existing position.

**Staff White** responded affirmatively and commented that if the SFPUC does receive advance notice from the retiree, they can get the position approved as a future vacancy, but they still cannot fill that position until the retiree leaves.

- **Member Kott** asked if there was anything the CAC could do to change that, such as lobby their appointing officers to make a change to the system, because so many people are retiring.

**Staff White** responded that the systems and policies in place now make this challenging. She commented that the SFPUC tries to navigate the rules as much they can internally, but many times employees do not provide advance notice of when they will retire but when they do, the SFPUC makes sure to act on it. Staff White noted that the changes must happen at the city level. She added that this is something the SFPUC needs to explore more with the regulating bodies, but there are discussions taking place on how to improve the hiring process.

**Member Kott** commented that it was good that it was on the SFPUC's radar and wanted a document of the generic overview of the process to be passed along to new Committee members.

- **Member Algire** asked if Staff White could speak on the difficulty of hiring linemen.

**Staff White** responded that the SFPUC has struggled getting candidates for the linemen position for years and face this same

struggle for the trade positions in general. She commented that the SFPUC was trying to understand those pathways and pipelines so that they have those pools to draw from. Staff White noted that the SFPUC has a few candidates for the linemen position that were all out of the country, but they could not be sponsored due to limitations on the position. She added that the SFPUC was looking into emergency contract work because they do not have the candidate pool for those types of positions.

Public Comment: None

**9. Presentation and Discussion: [Social Impact Partnership \(SIP\) Update](#), Valerie Tulier-Laiwa, SIP Acting Manager, External Affairs**

*Presentation*

- SFPUC Social Impact Partnership
- Staff Introduction
- My SIP Program Goals
- Good Neighbor Policies
- Examples of Contractor Commitments
- Review of Program Parameters
- Geographic Scope of Commitments
- Social Impact Partnership Reporting and Accountability

*Discussion*

- **Member Clary** commented that she appreciated how the presentation gave some history of the environmental justice and racial justice work.
- **Member Perszyk** asked how much participation there was from contractors in the program.

**Staff Tulier-Laiwa** responded that SIP (Social Impact Partnership) is included in the RFPs (Request for Proposals) for contracts that are \$5 million and above. She commented that the SFPUC has been successful in all the contracts that do include SIP proposals and have had up to 80 contracts with SIP commitments and that 45 to 60 contracts are currently active.

- **Chair García** commented that the CAC passed a resolution in September 2021 in support of the SFPUC Racial Equity Plan and Community Benefits because the CAC is aware of their importance. He added that despite the media SIP has received, he was glad to hear that the audits did not show foul play and that there was great participation in the program. Chair García noted that he sat on one of those panels and appreciated seeing what contractors were doing for folks.

Public Comment: None

**10. Staff Report**

- Non-charter advisory bodies, including the CAC, can continue to meet remotely until further notice
- Reminder to complete the CAC survey

Public Comment: None

### 11. Future Agenda Items and Resolutions

- [CAC Advance Calendar](#)
- 

Public Comment: None

12. **Announcements/Comments** Please visit [www.sfpuc.org/cac](http://www.sfpuc.org/cac) for confirmation of the next scheduled meeting, agenda and materials.

- **Chair García** commented that the grand opening party for the Southeast Community Center will take place on Saturday October 22, 2022 at 11:00 am

### 13. Adjournment

Motion was made (Algire) and seconded (Nagengast) to adjourn the meeting.

Meeting was adjourned at 7:25 pm.