



SAN FRANCISCO BAY
RESTORATION AUTHORITY

DRAFT MINUTES

**San Francisco Bay Restoration Authority
Independent Citizens Oversight Committee**

April 6, 2023, 9:00 am – 2:00 pm

Bay Area Metro Center
375 Beale Street, 1st Floor, Ohlone Room (107)
San Francisco, CA 94105

For additional information, please contact:
Sara Haugen, Clerk of the Oversight Committee: (510) 286-4093

Agenda and attachments available at:
www.sfbayrestore.org

1. Call to Order

Dr. Terry Young, Vice Chair of the Independent Citizens Oversight Committee, led the meeting. This is the first in-person meeting of the Oversight Committee since 2019.

2. Determination of Quorum

Oversight Committee Member Attendees: Arthur Deicke, Jim Fiedler, Garth Hall, Doug Wallace, Dr. Terry Young

Sara Haugen, Clerk of the Oversight Committee, determined there was a quorum.

3. Public Comment

There were no public comments.

4. Introductions and Announcements

Members introduced themselves.

5. Approval of Oversight Committee Meeting Minutes of May 23, 2022

Item 5: [Draft Meeting Minutes for May 23, 2022](#)

Doug Wallace moved to approve the minutes, Jim Fiedler seconded. There were no objections, and no abstentions. The minutes were approved unanimously.

6. Oversight Committee Operations

Karen McDowell, Deputy Program Manager

A. General Information

Karen McDowell, Deputy Program Manager, reviewed the purpose of the committee and role of the members. Karen informed the committee that members are eligible to receive

a stipend of \$100 for each meeting attended. Members can opt out of receiving the stipend.

B. Selection of Chair and Vice Chair

Karen McDowell reviewed the roles of the Chair and Vice Chair. Arthur Deike nominated Dr. Terry Young for Chair and Jim Fiedler seconded. There were no objections, and no abstentions. The selection was approved unanimously.

Doug Wallace nominated Jim Fiedler for Vice Chair and Arthur Deike seconded. There were no objections, and no abstentions. The selection was approved unanimously.

C. Formation of Ad Hoc Subcommittee

The committee briefly discussed the ad hoc drafting committee, which has historically comprised of the Chair, Vice Chair and a third member. Dr. Terry Young proposed to establish the ad hoc committee, comprised of the Chair, Vice Chair, and Doug Wallace. Arthur Deike moved and Garth Hall seconded. There were no objections, and no abstentions. The appointment was approved unanimously.

7. Review Annual Report, Financial Report & Audit, Staff Work Plan, and Program Budget

Karen McDowell, Deputy Program Manager

Sara Haugen, Project Manager

Item 7, Attachment 1: [*Draft Annual Report of the San Francisco Bay Restoration Authority, FY 21/22*](#)

Item 7, Attachment 2: [*FY21/22 Work Plan and Budget Approved at the June 18, 2021 Governing Board Meeting*](#)

Item 7, Attachment 3: [*San Francisco Bay Restoration Authority Financial Statements and Independent Auditor's Report for the year ended June 30, 2022*](#)

Item 7, Attachment 4: [*Annual Report Summary, FY 21/22*](#)

Item 7, Attachment 5: [*Presentation of the Draft Annual Report, FY 21/22*](#)

Sara Haugen presented the text of the Annual Report, then Karen McDowell presented the financial section. There were some questions and discussions about campaign goals, performance measures, and targets. A member commented that they would like to monitor the 5% of staff time allocation as it relates to workloads and increasing salaries. Another member found the awarded funds toward funding goals chart to be confusing with the need for clarification.

There was discussion about better explaining the transparency of the audit for the public.

8. Project Selection and Management Overview

Karen McDowell, Deputy Program Manager

Item 8, Attachment 1: [*Presentation of Measure AA Grant Selection Criteria and Funded Projects for FY 21/22*](#)

Item 8, Attachment 2: [*Presentation of Authority Program Updates*](#)

Karen McDowell reviewed the project selection criteria and program updates.

The second presentation was shifted down the agenda to follow Item 10.

A member requested a list of local plans that applicants are citing in their applications. Staff will send members the short video recently created about the Authority once it is complete.

9. Bay Restoration Regulatory Integration Team (BRRIT) Update

Sahrye Cohen, Chair of the Policy and Management Committee, BRRIT

Item 9: [2022 BRRIT Annual Report](#)

A member requested a copy of the satisfaction survey. There was discussion of outcomes, quantitative metrics, and funding of the BRRIT.

10. Wetlands Regional Monitoring Program (WRMP) Update

Tony Hale, Program Director for Environmental Informatics, San Francisco Estuary Institute

Item 10, Attachment 1: [WRMP Summary Handout](#)

Item 10, Attachment 2: [Full WRMP Plan](#)

Item 10, Attachment 3: [SFBRA Staff Recommendation for the Science Elements of the WRMP for San Francisco Bay](#)

Item 10, Attachment 4: [WRMP Priority Monitoring Sites Networks Memo](#)

Item 10, Attachment 5: [Standard Operating Procedures for WRMP Indicators 1 & 3](#)

There was discussion about alignment of indicators and anticipated gaps in measurement. A member requested a copy of the slides, which will be posted following the meeting.

11. Discussion of Report and Potential Recommendations

Terry Young, Vice Chair, Independent Citizens Oversight Committee

Item 11: [Independent Citizens Oversight Committee Annual Review Letter FY 20-21 with FY19-20 Letter as Attachment](#)

A. Areas of Focus from FY 20/21 Report

- Financial Management
- Project Selection, Management, and Implementation
- Project Tracking and Communications
- Looking to the Future

B. Areas of Focus for FY 21/22 Report

Dr. Terry Young reviewed the previous draft report. Members commented on a new format and recommended topics to cover in the new letter. Members requested a presentation on leveraging state and federal dollars for the next meeting.

12. Oversight Committee Meeting Schedule and Next Steps

Terry Young, Vice Chair, Independent Citizens Oversight Committee

A. Future Meeting Schedule

- Tuesday, May 23rd
- Monday, June 26th

B. Next Steps

Jim Fiedler moved to approve, Doug Wallace seconded. There were no objections, and no abstentions. The schedule was approved unanimously.

A member proposed that the stipend be increased to \$200 to stay on par with the Advisory Committee stipends.

13. Adjourn

Dr. Terry Young adjourned at 2:22 p.m.