



SAN FRANCISCO BAY
RESTORATION AUTHORITY

DRAFT SUMMARY MINUTES

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

March 25, 2024, 12:30 pm – 5:00 pm

Bay Area Metro Center
375 Beale Street, 1st Floor, Claremont Room (112)
San Francisco, CA 94105

For additional information, please contact:
Mark Kalnins, Clerk of the Oversight Committee: (510) 286-1212

Agenda and attachments available at:
www.sfbayrestore.org

1. Call to Order

Dr. Terry Young, Chair, Independent Citizens Oversight Committee (Oversight Committee) started the meeting at 12:30pm.

2. Determination of Quorum

Mark Kalnins, Clerk of the Oversight Committee

The clerk determined that all committee members were present: Arthur Deicke, Jim Fiedler, Demece Garepis, Garth Hall, Doug Wallace, Dr. Terry Young. A quorum was determined to be present.

3. Public Comment

The clerk confirmed that there were no public comments.

4. Introductions and Announcements

Members introduced themselves. The following staff also introduced themselves: Karen McDowell, Jessica Davenport, Taylor Samuelson, and Mark Kalnins. Kelli McCune, San Francisco Bay Joint Venture, was present as well.

5. Approval of Oversight Committee Meeting Minutes of June 26, 2023

Item 5: [Draft Meeting Minutes for June 26, 2023](#)

Jim Fiedler moved for Approval of Oversight Committee Meeting Minutes of June 26, 2023. The motion was seconded by Art Deicke. All committee members were in favor. The motion was approved unanimously.

6. Oversight Committee Operations

Karen McDowell, Deputy Program Manager

A. General Information

Karen McDowell noted that the stipend policy is an opt out policy. Members wanting to opt out should email Karen, otherwise all members will be provided stipends. W-9s are needed for members who have not previously submitted one.

Member terms are staggered, and Doug Wallace will term out after this year. Staff will send out a call for statements of interest for the open seat North Bay Seat in the fall, with the appointment expected to be made the Governing Board in December.

B. Selection of Chair and Vice Chair

Karen McDowell stated that both Chair and Vice Chair seats are open for consideration by the Committee. The new positions will become effective at the close of the meeting today. Doug Wallace moved for the election of Dr. Terry Young for Chair and Jim Fiedler for Vice Chair. The motion was seconded by Art Deicke. All members were in favor, with no opposition. The motion was approved unanimously.

C. Formation of Ad Hoc Subcommittee

Dr. Terry Young inquired if anyone wanted to serve on the Ad Hoc Subcommittee to work on the letter between meetings. Dr. Young motioned to create an ad hoc subcommittee, consisting of the Chair, VC, and Demece Garepis. Art Deicke seconded the motion. All members were in favor. The motion was approved unanimously.

7. Review Staff's Response to Oversight Committee

Jessica Davenport, Deputy Program Manager

Karen McDowell, Deputy Program Manager

Item 7: [Draft Staff Response to Oversight Committee Letter covering Fiscal Year 2021/2022](#)

Item 7. Addendum: [Final Staff Response to Oversight Committee Letter covering Fiscal Year 2021/2022](#)

The staff response was reviewed by Jessica Davenport. Dr. Terry Young stated that there is a miscommunication, but perhaps not an actual disagreement with respect to recommendation #3. In the future, a courtesy copy of draft staff's response should be provided to the committee members prior to being finalized. Jessica Davenport and Karen McDowell agreed to circulate draft staff response as early as possible. Dr. Terry Young suggested the idea of having a conversation with Amy Hutzler about the Committee's recommendation #3 and the staff's response.

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

Karen McDowell, Deputy Program Manager
Taylor Samuelson, Public Information Officer

Item 8, Attachment 1: [Draft Annual Report of the San Francisco Bay Restoration Authority, FY 22/23](#)

Item 8, Attachment 2: [FY 22/23 Work Plan and Budget Approved at the June 24, 2022, Governing Board Meeting](#)

Item 8, Attachment 3: [San Francisco Bay Restoration Authority Financial Statements and Independent Auditor's Report for the year ended June 30, 2023](#)

Item 8, Attachment 4: [Annual Report Summary, FY 22/23](#)

Taylor Samuelson presented the text of the Annual Report, then Karen McDowell presented the financial summary.

The meeting was temporarily adjourned for a resting break at 3:07pm.
The meeting reconvened at 3:16pm

9. Wetlands Regional Monitoring Program (WRMP) Update

Caitlin Crain, WRMP Lead Scientist, San Francisco Estuary Institute

Item 9, Attachment 1: [WRMP Monitoring Plan \(version 1\)](#)

Item 9, Attachment 2: [WRMP Near-term Monitoring Implementation Priorities Memo](#)

Item 9, Attachment 3: [Indicator Alignment Memo \(Final Draft\)](#)

Item 9, Attachment 4: [WRMP Vegetation Monitoring SOP](#)

Item 9, Attachment 5: [Draft WRMP Hydrogeomorphic Monitoring SOP \(Final Draft\)](#)

Caitlyn Crain, WRMP Lead Scientist, presented an WRMP overview and updates on its progress.

10. Discussion of Report and Potential Recommendations

Dr. Terry Young, Chair, Independent Citizens Oversight Committee

Item 10: [Independent Citizens Oversight Committee Annual Review Letter FY 21-22](#)

A. Areas of Focus from FY 21/22 Report

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

B. Areas of Focus for FY 22/23 Report

Dr. Terry Young let the discussion on recommended topics to cover in the new letter.

11. Oversight Committee Meeting Schedule and Next Steps

Dr. Terry Young, Chair, Independent Citizens Oversight Committee

A. Future Meeting Schedule

- Tuesday, April 23rd
- Thursday, May 30th

Dr. Terry Young led the discussion and mentioned the following times for each meeting: 8 am to 12 pm on April 23rd, and 10 am to 1 pm on May 30th. Jim Fiedler made a motion to accept the proposed schedule suggested by Dr. Terry Young. Garth Hall seconded the motion. All committee members were in favor.

The motion was approved unanimously.

B. Next Steps

Dr. Terry Young let the discussion noting that the ad hoc subcommittee would work on the letter and have a draft to staff around April 11th. Staff will post the next agenda packet about a week before the April 23rd meeting.

12. Adjourn

Dr. Terry Young adjourned the meeting at 5:06pm.