



**SAN FRANCISCO BAY**  
RESTORATION AUTHORITY

**MEMORANDUM**

**DATE:** December 13, 2024  
**TO:** Governing Board  
**FROM:** Amy Hutzler, Executive Officer  
**SUBJECT:** Quarterly Report on Expenditures and Letters under Delegated Authority

**Background**

In [Resolution No. 28](#), the Governing Board delegated to the Executive Officer the authority to take specific financial actions as necessary and appropriate to the operations of the Authority. These include, but are not limited to:

1. Executing contracts for technical and other services needed to implement Authority programs and costing no more than \$50,000; and
2. Augmenting funds for Authority-authorized expenditures, including grant agreements, by up to 15%, not to exceed \$100,000.

In [Resolution 104](#), the Governing Board delegated to the Chair or Executive Officer the authority to take the following additional actions as necessary or appropriate for operations of the Authority, consistent with applicable law and the policies of the Authority, without further, specific Authority authorization:

1. Sign comment letters and position papers of the State Route 37-Baylands Group.
2. Sign letters of support for federal funding for San Francisco Bay restoration and enhancement.
3. Sign letters of support for additional funding from other sources for Authority-funded projects.

**Expenditures**

Pursuant to delegated authority, during the period October 1, 2024 to November 30, 2024, the Executive Officer approved the following:

- A Direct Order of \$15,000 for a one-year sponsorship of KneeDeep Times, a monthly, digital, climate resilience magazine that covers issues of interest to the Authority, including nature-based adaptation projects, habitat restoration, and other topics.
- A Direct Order of \$875.90 for design, fabrication, and shipping of an Authority-branded pop-up banner from PoppyColor LLC, a small business enterprise.
- A Direct Order of \$882.00 for 10 matted archival prints of “Wetlands Dream Revisited” by Linda Gass.

Letters

During the period October 1, 2024 to November 30, 2024, the Chair, pursuant to delegated authority, did not sign any letters.