



SAN FRANCISCO BAY
RESTORATION AUTHORITY

**San Francisco Bay Restoration Authority
Independent Citizens Oversight Committee
May 27, 2021, 2:00 pm – 4:00 pm**

SUMMARY MINUTES

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.

2. Determination of Quorum

Oversight Committee Member attendees: Don Arnold, Nancy Cave, Jim Fiedler, Paul Jones, Doug Wallace, and Dr. Terry Young.

Linda Tong, Clerk of the Independent Citizens Oversight Committee for this meeting, determined there was a quorum.

3. Public Comment

There were no public comments.

4. Announcements

Paul Jones, Chair of the Independent Citizens Oversight Committee, explained that he was not able to be on camera for the meeting, so Dr. Terry Young (Vice Chair) was leading the meeting in his place.

5. Approval of Oversight Committee Meeting Minutes of April 29, 2021

Item 5: Draft Meeting Minutes for April 29, 2021 Action Item

Jim Fiedler motioned to approve the minutes of the last meeting held on April 29, and Doug Wallace seconded the motion. The minutes were approved unanimously.

6. Community Grants Program Overview

Linda Tong, Project Manager, San Francisco Bay Restoration Authority

Item 6: Community Grants Program Overview Presentation

Linda Tong presented an overview of the Community Grants Program. The presentation included information on implementation of the program to date, outreach that has been done for the program, and next steps. Linda Tong answered questions that Oversight Committee members had. One question was if staff had gotten feedback on whether

\$100,000 was a suitable maximum award amount for the program. Staff has observed other small grant programs that would award up to \$50,000, and staff has received some feedback that \$100,000 seems an appropriate amount.

7. SFBRA Annual Report FY 19-20

Karen McDowell, Deputy Program Manager, San Francisco Bay Restoration Authority

Item 7: [*SFBRA Annual Report FY 19-20 \(Final Graphics Version\)*](#)

Karen McDowell shared the final formatted Annual Report. One Oversight Committee member suggested that in the future, the Performances Measure section could be condensed and displayed in graphic form rather than a lengthy table spanning multiple pages.

8. Review of the Draft Letter and Recommendations to the Governing Board; and Discussion of Possible Changes to Letter, and Finalizing the Letter and Recommendations to the Governing Board

Paul Jones, Chair, Independent Citizens Oversight Committee

Item 8: [*Draft Letter to Governing Board*](#) **Action Item**

Terry Young led a discussion to finalize the Oversight Committee's Draft Annual Review Letter to the Governing Board FY 2019-20.

- The bullet point at top of page 3 mentions the Authority will “ramp up its efforts” to communicate to the public the benefits of projects funded by measure AA. Funds to do this would come out of the staff/administration budget. The Authority has already done outreach through OpenRoad and other media channels, but this work will continue. Communication would also need to come directly from staff, board members, etc.
- It would be helpful to quantify the future funding needs of the BRRIT and assess the need for scaling up. The BRRIT is a model that should be used for projects beyond the Authority. The BRRIT currently has funding for five years and it is only in year two, so this topic will be revisited next year.
- On page 7, in the third paragraph under “Tracking Campaign Goals, Performance Measures and Beyond,” the text will be edited to include tracking miles of levee and Bay Trail constructed, in total and adjacent to EDCs.

Jim Fiedler moved to approve the letter with the minor changes made during the meeting ([final text](#)), and Nancy Cave seconded. The motion to approve the Draft Annual Review Letter to the Governing Board FY 2019-20 passed unanimously.

9. Next Steps for the Independent Citizens Oversight Committee

Paul Jones, Chair, Independent Citizens Oversight Committee

- a. The Draft Annual Review Letter will be presented at the June 18th Governing Board Meeting.
- b. Karen McDowell asked Oversight Committee members to keep staff updated on their availability to serve on the committee. Staff will be looking to possibly update the Oversight Committee recruitment procedure so that the Governing Board can appoint members without doing an open call if members serve less than ½ of a three-year term during their first term. If this change is approved, and both Doug Wallace and Don Arnold choose to apply for a second term, and nobody else needs to step down,

- then staff will not do an open call this fall. Appointments would be submitted for approval at the December governing board meeting.
- c. Staff will plan to do a call for members in the fall of 2022 as both Nancy Cave and Paul Jones will complete their second term at the end of 2022. Appointments will be made at the December governing board meeting. At that time, staff could also add in additional seats to the call if anyone needs to step down (due to eligibility or availability issues).
 - d. Oversight Committee members discussed the 2022 Meeting Schedule:
 - OC member terms start in January, but in the past the OC hasn't met until the annual report draft is released in late February or March. However, they could have their first meeting earlier in January when the financial audit is released.
 - OC wants their Annual Review Letter (which reviews the previous fiscal year) to stay relevant, so it could be timely to start meeting in January and finish earlier.
 - OC will want to hear informational presentations before they start drafting the Annual Review Letter.
 - Governing Board will hopefully approve the 2022 board meeting schedule at the October 15th board meeting. OC can set their meeting schedule after that.
 - OC needs to meet twice a year but can meet more times if necessary. This year OC met three times, but they may need an extra meeting if they start meeting in January (discuss financials, annual report, initial draft letter, final draft letter?).

10. Adjourn

The next Oversight Committee meeting will be in 2022.