



## **Advisory Committee**

### **DRAFT MEETING MINUTES**

February 28, 2017, 1:00 pm – 3:00 pm

Elihu Harris State Building  
1515 Clay Street, 2<sup>nd</sup> Floor, Room 11  
Oakland, CA 94612

#### **1. Welcome and Introductions**

Jessica Davenport, Project Manager, San Francisco Bay Restoration Authority (SFBRA), called the meeting to order. SFBRA Board Member Vinnie Bacon welcomed the Advisory Committee (AC) members and thanked them for their participation.

AC Member Attendance: Dr. Ana M. Alvarez, Brian Benn, Bruce Beyaert, Erika Castillo, Steve Chappell, Grant Davis, Francesca Demgen, Nahal Ghoghaie, Susan Gorin, Andrea Jones, Judy Kelly, Zahra Kelly, Roger Leventhal, Sally Lieber, Shelly Masur, Mike Mielke, Erika Powell, Marina Psaros, Ameer Raval, Diane Ross Leech, Ana Maria Ruiz, Gary Stern, Laura Tam, Laura Thompson, Luisa Valiela, Scott Wilson, Bruce Wolfe, Sarah Young

Governing Board Member Attendance: Councilmember Vinnie Bacon

Staff Attendance: Sam Schuchat, Amy Hutzler, Matt Gerhart, Caitlin Sweeney, Jessica Davenport, Karen McDowell, Anulika White

#### **2. Public Comment**

There was no public comment.

#### **3. Overview of Restoration Authority and Role of Advisory Committee**

Sam Schuchat, SFBRA Executive Officer, provided background information about SFBRA activities prior to and including the passage of Measure AA, San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Program. He contrasted the role of the Advisory Committee prior to the passage of Measure AA, which was focused on developing the ballot measure and supporting its passage, to its role moving forward, which is to advise the Governing Board in the implementation of its grant program.

#### **4. Ground Rules and Procedures**

Jessica Davenport, Project Manager, facilitated the development of ground rules to ensure productive, efficient, respectful and enjoyable group discussions. She also reviewed key policies described in the SFBRA Advisory Committee Procedural document, including the attendance policy, stipend policy and conflict of interest information.

**Decision:** The Advisory Committee agreed on the following ground rules, which may be modified in the future, as needed:

- Every perspective deserves to be heard.
- Be honest and respectful.
- Take sidebar conversations out of the room.
- No need to repeat points.
- Step up, step back. (Speak up to make your point, but make sure not to dominate the conversation.)
- Have fun.

#### **5. Proposed Decision-Making Process for the Advisory Committee**

Matt Gerhart, Program Manager, led a discussion of the need for the AC to develop a charter to guide its operations and decision-making process. The charter also may describe the way that the AC will report to the board and seek increased participation by underrepresented communities.

**Decision:** The following AC members volunteered to work on developing a charter: Erika Powell, Sally Lieber, Zahra Kelly, Marina Psaros, and Sarah Young.

#### **6. Anticipated Advisory Committee Activities in 2017**

Jessica Davenport, Project Manager, presented a timeline (Attachment 1) showing what the AC already is required or expected to do:

- Comment on Grant Program Guidelines.
- Consult on the development of Requests for Proposals and Evaluation Guidelines, e.g., by making recommendations on expenditure priorities.
- Review and comment on SFBRA annual reports.

In addition, by invitation, individual AC members may serve as reviewers for grant applications.

The AC engaged in a brainstorming session about additional activities in which they would like to engage.

#### **7. Recommendation of Advisory Committee Chair and Vice Chair (To Be Appointed by the Governing Board)**

Amy Hutzel, Deputy Executive Officer, reviewed the duties of the Chair and Vice Chair of the AC. She notified the AC that SFBRA staff would be bringing a recommendation to the Governing Board at its March 10, 2017 meeting, to appoint Luisa Valiela, San Francisco Bay Program Manager, U.S. Environmental Protection Agency, as Chair and Dr. Ana M. Alvarez, Deputy General Manager, East Bay Regional Park District, as Vice Chair of the AC.

**Decision:** The AC voted to add its support to the staff recommendation by nominating Luisa Valiela to be Chair and Dr. Ana M. Alvarez to be Vice Chair of the AC.

#### **8. Discussion of the Grant Guidelines**

Jessica Davenport, Project Manager, noted that the Grant Program Guidelines are a high level framework based on the SFBRA enabling legislation and the Measure AA ballot language. These guidelines are intended to inform the development of the Request for Proposals. The AC engaged in a brainstorming session regarding issues to address in their comments on the Grant Program Guidelines.

**Decision:** The following AC members volunteered to work on drafting comments on the Grant Program Guidelines: Bruce Beyaert, Erika Castillo, Francesca Demgen, Nahal Ghoghaie, Roger Leventhal, Sally Lieber, Shelly Masur, Ameer Raval, and Luisa Valiela.

#### **9. Future Meetings and Next Steps for the Advisory Committee**

The AC discussed preferred days of the week for future meetings and expressed preference for Friday mornings.

**Decisions:** The AC supported extending the meeting length from 2 hours to 2.5 or 3 hours. The AC also supported adding an extra meeting in 2017.