



**MEMORANDUM**

**DATE:** January 27, 2017

**TO:** Governing Board  
San Francisco Bay Restoration Authority

**FROM:** Sam Schuchat, Executive Officer; Matt Gerhart, Program Manager; Jessica Davenport, Project Manager

**SUBJECT:** Updates to Advisory Committee Procedural Document

Staff recommends that the Authority adopt Resolution 24 to amend the Advisory Committee Procedural Document to include a stipend policy, increase the maximum number of Advisory Committee members from 25 to 34, and remove the list of Advisory Committee members.

**Background**

**Stipend Policy.** Stipends are sometimes provided to government advisory committee members in order to facilitate the participation of a broadly representative group of members. The Advisory Committee Procedural Document does not currently allow for stipends for Advisory Committee members. The Governing Board directed staff to develop a policy for providing stipends to members of its Advisory Committee.

In order to determine a reasonable amount for a stipend, the staff looked into the practices of the California Air Resources Board. CARB's stipend policy states that "Members of committees or advisory groups shall receive one hundred dollars (\$100) per day for each day they attend a meeting of the state board or meet pursuant to a request of the state board, plus actual and necessary travel expenses incurred while performing their duties."

The work plan budget approved by the Board at its November 2016 meeting included \$2500 in Fiscal Year 16/17 and \$5000 in Fiscal Year 17/18 for Advisory Committee expenses, including a possible stipend for members. The budgeted amount would cover stipends for some, but not all, Advisory Committee members.

The staff recommends that the Board adopt a modified version of CARB's policy:

- The stipend amount would be one hundred dollars per day for each day of attendance at an Advisory Committee meeting.
- Travel expenses would not be covered because they are expected to be minimal for travel within the Bay Area.

- Given the Authority's limited budget for administrative expenses, the stipend would be available only upon request to those members who are low-income individuals or work for a non-profit organization without adequate resources to cover their participation.

**Increase in the Number of Advisory Committee Members.** As described in the Item 9 memo on the February 10, 2017 agenda, *Ad Hoc Committee Recommendation on Advisory Committee Appointments*, the Governing Board's ad hoc committee for the Advisory Committee is recommending a new group of Advisory Committee members to the Board. To ensure adequate coverage of the areas of expertise, geographic representation, and other representation goals, the ad hoc committee also recommends an increase in the number of Advisory Committee members from 25 to 34.

#### Recommendation

Staff recommends that the Authority amend the Advisory Committee Procedural Document to provide for payment of a stipend to eligible Advisory Committee members, upon request, and to increase the maximum number of Advisory Committee members from 25 to 34. In addition, staff recommends removal of Attachment C to the Procedural Document, which is the list of Advisory Committee members. The list will be out of date as soon as new members have been selected, and it will be out of date in the future when members are replaced. For these reasons, staff recommends that the list be kept separate from the Procedural Document.

#### Attachments

Resolution 24

Updated Advisory Committee Procedural Document