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Memorandum

Date: September 5, 2017

To: Governing Board
San Francisco Bay Restoration Authority

From: Sam Schuchat, Executive Officer; Karen McDowell, Project Manager

Subject: The formation and schedule of the Independent Citizens Oversight Committee

Background

In June of 2016, The San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure authorizing a parcel tax of \$12/year (“Measure AA”) passed with over a two-thirds majority in the nine-county San Francisco Bay Area. Measure AA required the San Francisco Bay Restoration Authority (“Authority”) to establish a six member Independent Citizens Oversight Committee (“Oversight Committee”) to provide an independent annual review of the Authority’s audits and expenditure and financial reports and the Authority’s conformance with Measure AA. The Authority has adopted the *Independent Citizens Oversight Committee Procedural Document*, which describes the duties of the Oversight Committee and requires that it meet within 90 days of the release of the Authority’s annual report.

The Authority operates on the June to July fiscal year, and expects to receive the first allotment of parcel tax funds in December 2017. The 2017/2018 annual report, consisting of program, financial and audit reports and produced after the close of the fiscal year in July 2018, will be the first report subject to review by the Oversight Committee. Since the Oversight Committee is required to meet within 90 days of the release of the final report, it will likely need to hold its first meeting in early 2019. Staff has developed the following draft schedule and list of activities to make sure that the Oversight Committee is in place and prepared to review the 2017/2018 reports:

September 2017	Form ad hoc subcommittee to assist with formation of the Independent Citizens Oversight Committee.
November 2017	Staff works with the ad hoc subcommittee to develop draft Request for Statement of Interest.
February 2018	The Governing Board approves a Request for Statement of Interest, then staff distributes the request.
April 2018	Staff works with the ad hoc subcommittee to review applications and make recommendations to the Governing Board.

June 2018	The Governing Board approves appointments for the Oversight Committee.
Fall 2018	Orientation Meeting for the Oversight Committee.

Recommendation

Staff recommends that the Authority form an ad hoc subcommittee concerning formation of Independent Citizens Oversight Committee. The ad hoc subcommittee would assist staff with preparing a draft Request for Statement of Interest for Governing Board approval and work with staff to review applications and develop appointment recommendations to the Governing Board.