



SAN FRANCISCO BAY
RESTORATION AUTHORITY

DRAFT SUMMARY MINUTES

**San Francisco Bay Restoration Authority
Independent Citizens Oversight Committee**

February 26, 2025, 9:00 am – 4:30 pm

Bay Area Metro Center
375 Beale Street, 1st Floor, Ohlone Room (107)
San Francisco, CA 94105

For additional information, please contact:
Mark Kalnins, Clerk of the Oversight Committee: (510) 286-1212

Agenda and attachments available at:
www.sfbayrestore.org

1. Call to Order

Dr. Terry Young, Chair, Independent Citizens Oversight Committee (Oversight Committee) started the meeting at 9:00am.

2. Determination of Quorum

Mark Kalnins, Clerk of the Oversight Committee

The clerk determined that the following committee members were present: Arthur (Art) Deicke, Jim Fiedler, Demece Garepis, Susan Ives, Dr. Terry Young. A quorum was determined to be present.

Garth Hall joined the meeting at 9:22am.

3. Public Comment

The clerk confirmed that there were no public comments.

4. Introductions and Announcements

Members introduced themselves. The following staff also introduced themselves: Karen McDowell, Taylor Samuelson, Sara Haugen (arrived later), Erica Johnson, and Mark Kalnins.

Karen McDowell provided a general overview of the SFBRA Governing Board's upcoming meeting on February 28, 2025, including an update on the new and re-appointed Board members for this year.

5. Approval of Oversight Committee Meeting Minutes of May 30, 2024

Item 5: [Draft Meeting Minutes for May 30, 2024](#)

Jim Fiedler moved for Approval of Oversight Committee Meeting Minutes of May 30, 2024. The motion was seconded by Demece Garepis. Susan Ives abstained. All of the other five committee members were in favor.

6. Oversight Committee Operations

Karen McDowell, Program Manager

A. General Information

Karen McDowell noted that the stipend policy is an opt out policy. Stipends have been raised to \$200 per meeting, which are paid as one lump payment. Emails will be sent to each member to enroll for stipends. W-9s are needed for members who have not previously submitted one.

Member terms are staggered, and Demece Garepis and Art Deicke complete their first terms this year. If both show interest in serving a second term, then staff would not do an open call for members in the fall (unless someone else needs to step down). Garth Hall is beginning the second term of three years. The following year (2026) will be the last year for both Dr. Young and Jim Fiedler (two term limit), so we will need some new people rotating into the leadership roles soon.

B. Selection of Chair and Vice Chair

Karen McDowell stated that both Chair and Vice Chair seats are open for consideration by the Committee. The new positions will become effective at the close of the meeting today. Dr. Young moved for the election of Jim Fiedler for Chair and Garth Hall for Vice Chair. The motion was seconded by Art Deicke. All members were in favor, with no opposition. The motion was approved unanimously.

C. Formation of Ad Hoc Subcommittee

Dr. Young inquired if anyone wanted to serve on the Ad Hoc Subcommittee to work on the letter between meetings. Dr. Young motioned to create an ad hoc subcommittee, consisting of the Chair, VC, and Susan Ives. Demece Garepis seconded the motion. All members were in favor. The motion was approved unanimously.

7. Review Staff's Response to Oversight Committee

Dr. Terry Young, Chair, Independent Citizens Oversight Committee

Item 7: [Staff Response to Oversight Committee Letter covering Fiscal Year 2022/2023](#)

Dr. Young led a discussion of the staff response. Art Deicke asked what comments were made by the Governing Board members regarding the letter. Karen McDowell replied that the staff response to recommendation #1b was revised based on input and comments provided by the Governing Board members. Members discussed the tax collection issue, and suggestions and recommendations regarding this year's letter were provided on this issue.

Dr. Young asked about possibly having an update from staff on its efforts to identify and fill gaps with respect to landscape-scale attributes (Recommendation 2a). Staff asked for guidance on what the committee would actually expect from an update. The committee did not decide on when they would want an update (possibly next year).

Members discussed project life cycle and staff's procedures for considering if future augmentations will be required for approved projects, and made a recommendation to include something in the letter regarding this issue.

The meeting was temporarily adjourned for a resting break at 10:35am.
The meeting reconvened at 11:05am.

8. Review Annual Report, Financial Report & Audit, Staff Work Plan, and Program Budget

Karen McDowell, Program Manager
Taylor Samuelson, Public Information Officer
Erica Johnson, Project Manager

Item 8, Attachment 1: [Annual Report of the San Francisco Bay Restoration Authority, FY 23/24](#)

Item 8, Attachment 2: [FY 23/24 Work Plan and Budget Approved at the June 30, 2023, Governing Board Meeting](#)

Item 8, Attachment 3: [San Francisco Bay Restoration Authority Financial Statements and Independent Auditor's Report for the year ended June 30, 2024](#)

Taylor Samuelson presented the text of the Annual Report, then Karen McDowell presented the financial summary.

The meeting was temporarily adjourned for lunch at 11:57am,
The meeting reconvened at 12:30pm.

9. Communications Update

Taylor Samuelson, Public Information Officer

Taylor Samuelson presented the communications update.

10. Project Lifecycle Management

Sara Haugen, Project Manager

Sara Haugen gave a presentation regarding project lifecycle management during the life of an approved project.

The meeting was temporarily adjourned for a restroom break at 2:00pm.
The meeting reconvened at 2:10pm.

11. Discussion of Report and Potential Recommendations

Dr. Terry Young, Chair, Independent Citizens Oversight Committee

Item 11: [Independent Citizens Oversight Committee Annual Review Letter FY 22-23](#)

A. Areas of Focus from FY 22/23 Report

- Financial Management
- Project Selection
- Project Management and Implementation
- Project Tracking and Communications
- Response to the Oversight Committee's Annual Report
- Looking to the Future

B. Areas of Focus for FY 23/24 Report

Dr. Young led the discussion on recommended topics to cover in the new letter.

12. Oversight Committee Meeting Schedule and Next Steps

Dr. Terry Young, Chair, Independent Citizens Oversight Committee

A. Future Meeting Schedule

- Wednesday, March 26th, 9:00 – 4:30 pm
- Thursday, May 8th, 9:30 am – 11:30 am

Dr. Terry Young led the discussion and made a motion to accept the following times for each meeting: 9:30 am to 4 pm on March 26th, and 9:30 am to 11:30 am on May 8th. Art Deicke seconded the motion. All committee members were in favor.

B. Next Steps

Dr. Terry Young led the discussion noting that the ad hoc subcommittee would work on the letter and have a draft to staff around March 12th. Staff will post the next agenda packet on or about March 19th, about a week before the March 26th meeting.

13. Adjourn

Dr. Terry Young adjourned the meeting at 3:46pm.

Note: Agenda items may be taken out of sequence at the discretion of the Oversight Committee. Any person who has a disability and requires reasonable accommodation to participate in this public meeting should contact Taylor Samuelson no later than three days prior to meeting. Questions about the meeting or agenda can be directed to Taylor Samuelson at Taylor.Samuelson@scc.ca.gov.