

County of San Mateo
Flood and Sea Level Rise Resiliency Advisory Committee
MINUTES
August 5, 2019
San Mateo, CA

1. Call to Order/Roll Call

Supervisor Pine called the meeting to order at 4:05 p.m. Interim Clerk Boland took the roll call.

Committee Members Present:

Dave Pine, Representing Board of Supervisors, At-Large (Chair)
Debbie Ruddock, Representing Coastside (Vice Chair)
Donna Colson, Representing Northern San Mateo County cities
Maryann Moise Derwin, Representing San Mateo County cities At-Large
Lisa Gauthier, Representing Southern San Mateo County cities
Don Horsley Representing Board of Supervisors, District 3
Diane Papan, Representing Central San Mateo County cities

Staff Present:

Larry Patterson, Interim Executive Director
Justin W. Mates, Esq. County Counsel
Jim Porter, County of San Mateo Director of Public Works
Rochelle Kiner, Deputy Director, Public Works
Ann Stillman, Deputy Director, Public Works
Erika Powell, Flood Resiliency Program Manager
Danielle Lee, Deputy Director, Office of Sustainability
Christine Boland, Interim Clerk

2. Public Comment

None.

3. Action to Set the Agenda

Motion/Second: Ruddock/Gauthier moved to set the agenda as posted.
Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Ruddock, Pine
Noes: None
Absent/Abstain: None
Motion Passed: 7-0-0

4. Approval of Consent Agenda

Two corrections were proposed to the July 12, 2019 minutes, Page 2, regarding agenda item "Selection of Committee Chair and Vice Chair," as follows:

Dave Pine was nominated as Chair by Diane Papan and seconded by Committee member Colson. Unanimous vote.

Debbie Ruddock was nominated as Vice Chair by Donna Colson and the nomination was seconded by Committee member Diane Papan. Unanimous vote.

Motion/Second: Papan/Gauthier moved to adopt the minutes of July 12, 2019, as amended on Page 2.

Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Ruddock, Pine

Noes: None

Absent/Abstain: None

Motion Passed: 7-0-0

5. Presentations

a. Office of Sustainability Vulnerability

Chair Pine introduced Danielle Lee, Deputy Director, Office of Sustainability, County of San Mateo, who provided a comprehensive presentation on the history and background of sea level rise change. She discussed and summarized the vulnerability assessment of sea level rise throughout San Mateo County.

Ms. Lee emphasized the need to be climate-ready by understanding the risks of sea level rise. She stated that with adequate information, staff can share the information with the public and engage communities in a collaborative effort and focus on those communities which are most vulnerable.

Ms. Lee reviewed three sea level rise scenarios and their impacts on the County. She distributed a four-page summary of an assessment document that had been completed. Ms. Lee discussed other strategies and collaborative efforts and discussed several workshops that are planned to be held in cities and with non-profit organizations within the County utilizing grant funds.

Next, Ms. Lee discussed the initiative "Climate Ready SMC" which focuses on wildfires, extreme heat and precipitation and health impacts. Modeling of each scenario is underway. She noted that the team would be working with Home for All to incorporate building strategies into the climate change work in a collaborative effort.

Ms. Lee also noted a new Resiliency web page has been linked to the County's Public Works website.

Committee members commented on various aspects of the presentation and thanked Ms. Lee for her presentation. Discussion ensued between committee members and Ms. Lee on next steps.

Public Comment

Michael Barber, encouraged committee members to review the study's assets, focusing on wastewater treatment plants and pump stations, including infrastructure vulnerability and failure.

6. Regular Agenda

a. Regular meeting location

Larry Patterson outlined the meeting schedule for the remainder of 2019, noting the next meeting would be held at the Burlingame Library due to unavailability of San Mateo's conference room.

Further, upcoming holidays were discussed, which would fall on the Committee's regular meeting day. A motion and second was made to amend the 2019 meeting schedule, as follows:

- The November 11 meeting was moved to Tuesday November 12 at 4 p.m. due to the Veterans' Day holiday; location San Mateo City Hall, 220 W. 20th Avenue, San Mateo, Conference Room C.
- The October 14 meeting was moved to Tuesday, October 15 at 4 p.m., due to the Columbus Day holiday; location TBD.

It was noted that the next meeting, September 9, 4 p.m., would be held at the Burlingame Library, Lane Community Room, 480 Primrose Road, Burlingame.

A motion and second was made to approve the 2019 schedule changes. Unanimous vote.

b. Investment Strategy

Larry Patterson discussed the content and timing of the draft Flood and Sea Level Rise Investment Strategy Request for Qualifications (RFQ), noting the item was discussed and reviewed at the July 12 meeting. He stated the timing and strategy of the RFP would play an important part in the start-up of the agency requiring substantial start-up funding and strategy in advance of the official start date of the approved Special District. Further, he stated the project would involve a robust public education and engagement process to continue the efforts the County Office of Sustainability in raising public awareness about sea level rise and to introduce the public to the types of projects that will be necessary to address existing flooding issues and impact of climate change.

Mr. Patterson recommended a two-step consultant selection process beginning with the invitation to consultants or consultant teams to submit their Statement of Qualifications, followed by expert review to identify the best consultant or team to successfully perform the work. Those selected would be invited to submit their proposals in response to the Request for Proposals. The detailed scope of work and fee estimate for the Investment Strategy would be part of the package.

Mr. Patterson discussed the current funding, the scope of work, what the product would entail. He referred to page 29 of the packet for further information.

Committee members discussed the agenda item and expressed concern regarding the timing of issuing a Request for Qualifications prior to having a permanent executive director on board, an adopted budget and how it would fit into the work plan.

A request was made to change "Investment Strategy" to "Strategic Plan." Committee member Gauthier discussed possible public-private partnerships for upcoming projects.

After further discussion, Mr. Patterson summarized the discussion and direction received from the Committee. The scope of work would be edited but would sit for now, a work plan would be developed for a three-year time frame and would outline the sequencing of the work to be done. Meanwhile, the permanent executive director would be brought on board. The board agreed with his summary.

Staff announced that the Committee has been nominated to receive an award on Flood Plain Management Association at an awards ceremony on September 4 in San Diego.

c. Alternate Advisory Committee members

Larry Patterson stated the suggestion of appointing alternates to the committee came from the last meeting. He advised against proposing any further changes to Assembly Bill 825 as it makes its way through the legislature since one amendment was already being considered from the State Lands Commission. Following committee discussion, it was recommended to not propose any changes at that time but to work closely with Assemblyman Mullin's office.

d. Executive Director Recruitment

Supervisor Pine stated an ad hoc committee for the recruitment of the Executive Director would be scheduled in the next few weeks, with committee members consisting of Supervisor Pine and committee members Papan and Colson. Mr. Patterson stated staff is gathering information from SamCera, the County's retirement plan and other defined contribution options. He stated the recruitment brochure would indicate competitive salary and benefit package would be provided, dependent upon the candidate's experience. A recruiter would be on board soon and provide insight on the recruitment process.

The title of the officer was discussed and whether executive director is adequate to attract the best candidate. It was suggested to use the title of "Chief Executive Officer" (CEO) versus "Executive Director."

Chair Pine pointed out that many of the C/CAG employees are technically employees of other cities.

7. Interim Executive Director Report

Larry Patterson reported on a successful meeting held recently with the San Francisco Estuary Institute, accompanied by Jim Porter and Danielle Lee. The Estuary expressed interest in becoming involved in the Sea Level Rise Resiliency Committee and felt it is something that could be duplicated in other counties.

Mr. Patterson updated the committee on obtaining a recruiter to search for the new CEO. A request for proposals was sent to six firms but most indicated they were not taking on new clients. However, he assured one would be engaged soon in order to meet with the committee.

Mr. Patterson updated the committee on his efforts in getting the agency up and running by January 2020. He stated there will be a need for adequate office space, obtaining a fiscal agent, implementing a financial system, creating a new website, and engaging IT services, etc. He discussed the possibility of receiving donated office space by firms that may have leased too much space.

Mr. Patterson announced Bob Spencer, project manager for financing, would be at the meeting on September 9.

8. Program Reports

8.1 Flood Control District Engineer's Report

Jim Porter, County of San Mateo Public Works Director, updated the committee on the conceptual design of Colma Creek project. He introduced Len Materman of the San Francisquito Creek JPA, noting the County has committed capital funds to that project.

8.2 Flood Resiliency Program Manager's Report

Erika Powell provided an update on the Flood Resiliency Program. She stated the draft California Environmental Quality Act document for the Bayfront Canal has been released with a 29-day comment period. She discussed several grants that have been applied for to assist with funding the project. Committee members discussed details with both Mr. Porter and Ms. Powell.

9. Committee Chair Report

Chair Pine announced he is closely watching Senate Bill 45 (Allen); a resource bond of \$4.5b. However, he noted the Resource Legacy Fund has a competing ballot measure twice the size, should it make it on the ballot. He stated the Bay Conservation Development Commission's (BCDC) regional adaptation plan would overlap with some of the County plans and stated there could be a partnership opportunity.

10. Committee Member Reports

Supervisor Horsley announced he would be absent at the September meeting.

11. Items for Future Agenda

None.

12. Adjournment

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Christine Boland, Interim Clerk