

County of San Mateo  
Flood and Sea Level Rise Resiliency Advisory Committee  
San Mateo City Hall, Council Chambers, San Mateo, CA  
MINUTES  
October 15, 2019

1. Call to Order/Roll Call

Chair Dave Pine called the meeting to order at 4:05 p.m. Interim Clerk Boland took 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:

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  
Justin Mates, Esq., County Counsel  
Christine Boland, Interim Clerk

2. Public Comment

None.

3. Action to Set the Agenda

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

4. Approval of Consent Agenda

4.1 Approval of Minutes of September 9, 2019 Advisory Committee Meeting

Chair Pine proposed to amend the Minutes of September 9, 2019, Page 2, agenda item 5.1, to correct the spelling of Bob Spenser to Spencer.

Motion/Second: Ruddock/Pine moved to adopt the Consent Agenda, as amended.

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

Noes: None

Absent/Abstain: None

Motion Passed: 7-0-0

## 5. Presentations

### 5.1 San Francisco Estuary Institute (SFEI) San Francisco Bay Shoreline Adaptation Atlas

Jeremy Low, Senior Scientist at San Francisco Estuary Institute (SFEI), provided background information on the Institute, formed in 1986 and funded by Regional Water Quality Control Board. He stated the three main areas of work at the Institute are Clean Water, Environmental Informatics and Resilient Landscapes, the latter being his area of focus.

Continuing, Mr. Low illustrated the different types of environments in the Bay Area and how to address the challenges of those areas. He discussed operation landscape units, shared with geophysical and land use characteristics suited for a particular suite of nature-based measures, adaptation measures, including nature-based measures and regulatory, financial and policy tools. Finally, he discussed adaptation pathways (conceptual phasing of measures triggered by sea-level rise).

Mr. Lowe answered questions of Committee members regarding watershed, mapping of areas of marshes, levies, oyster reefs, protection, restoration issues and sediment issues.

### 5.2 Existing Flood Resiliency Program

Erika Powell, County of San Mateo, Manager of the Resiliency Program Manager, provided an extensive presentation on the focus of the new Flood District's workplan, including potential projects in the Navigable Slough Flood Management Plan, Colma Creek, Belmont Creek and Bayfront Canal/Atherton Channel watersheds. She discussed a County-Wide Flood Monitoring and Emergency Response system.

At 5:03 p.m., Committee Member Ruddock was excused from the remainder of the meeting.

Continuing with the presentation, Ms. Powell discussed the Memorandum of Understandings with the cities of Redwood City, Belmont and San Carlos for the Belmont Creek Watershed and the tremendous cross-jurisdiction coordination needed to accomplish the projects. Finally, Ms. Powell discussed the County Wide Flood Warning System project and associated grant monies to accomplish the project. Ms. Powell responded to Committee members questions.

Chair Pine suggested holding a site visit soon at the Bayfront Canal and Colma Creek areas.

At 5:35 p.m., Committee Member Gauthier was excused from the remainder of the meeting.

## 6. Regular Agenda

### 6.1 Adopt Flood and Sea Level Rise Resiliency Advisory Committee Board Member Guidelines

In the absence of Interim CEO Patterson, Jim Porter, Director of Public Works, provided a draft of board member guidelines for committee member review and discussion. Committee members provided introductory comments on quorum, majority vote requirements and meeting location. Chair Pine invited public comment.

#### Public Comment

Ms. Ann Draper, representing the League of Women Voters, discussed the draft guidelines relative to the retention of certain public records, emails and communications distributed to members at the board meetings.

Director of Public Works Porter noted that staff is in the process of retaining IT services and the agency would have its own email accounts soon as well as adopt its own records retention policy once it launches as a new agency in 2020.

Committee members continued discussing aspects in the guidelines such as rotation of Chair and Vice Chair, meeting dates and locations, and preservation audio and video recordings. Mr. Porter stated comments would be incorporated into the draft guidelines and brought back for adoption in January. Chair Pine pointed out that the guidelines could be amended or updated at any time in the future.

#### 6.2 Assign temporary Signature Authority to San Mateo County Public Works Director

Director of Public Works Porter informed committee members that certain agreements were being entered into for certain services needed in anticipation of starting up of the official Flood Control agency. He stated the services were related to financial, IT/web design and insurance services and that he would be following the County's procurement process and procedures. These agreements would then be inherited by the Flood Control agency after January 1, 2020; its official start up date.

Chair Pine stated his preference would be for the committee to approve any agreements over \$25,000 and requested review and approval at the next meeting. County Counsel Mates informed that Public Works Director Porter has signature authority up to \$100,000 and any agreements over that amount would automatically be brought to the committee for approval at a subsequent meeting with a full explanation of what the agreements would entail.

#### 7. Chair's Report

Chair Pine reported on meetings held with Resource Legacy Fund, the County of San Mateo for financial services and discussed "FASTER Bay Area," a proposed one-cent sales tax ballot measure.

#### 8. Interim CEO Report

Director of Public Works Porter stated staff is meeting weekly with the Interim CEO Patterson and working towards securing office space in one of the two final locations selected. He stated in addition to the update on procuring IT/web, financial and insurance services, staff continues to work with the recruiter, Avery & Associates, on hiring the new Chief Executive Officer.

9. Advisory Committee Reports

9.1 Ad Hoc CEO Recruitment Subcommittee Report

It was noted that the CEO recruitment brochure was finalized and released.

9.2 Flood Resiliency Program Manager's Report

None.

10. Committee Member Reports

Committee member Colson announced an upcoming conference, "State of the Estuary," to be held in Oakland.

11. Items for Future Agenda

Chair Pine stated several agreements were slated for the January 2020 meeting.

12. Adjournment:

The meeting adjourned at 6:09 p.m.

The next meeting will be held *Tuesday*, November 12, 2019, 4 p.m., San Mateo City Hall, Conference Room "C", 330 W. 20<sup>th</sup> Ave., San Mateo, Calif.