

**SAN MATEO COUNTY
FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT**

1700 S. El Camino Real, Miller Ream Hall

San Mateo, CA

February 10, 2020

MINUTES

1. Roll Call

Chair Pine called the meeting to order at 4:02 p.m. Interim Clerk Boland took the roll call and confirmed a quorum was present.

Directors 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 Chief Executive Officer
Brian Kulich, Esq., County Counsel
Jim Porter, County of San Mateo Director of Public Works
Rochelle Kiner, Interim Director, Revenue Services
Erika Powell, Flood Resiliency Program Manager
Danielle Lee, Deputy Director, Office of Sustainability
Colin Martorana, Associate Engineer
Christine Boland, Interim Clerk of the Board

2. Public Comment

Michael Barber, Supervisor Pine's Office, announced that a water summit would be held on March 31, 2020 entitled "Shore to Shore."

3. Action to Set the Agenda

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

4. Approval of Consent Agenda

Motion/Second: Ruddock/Derwin moved to approve the Consent Calendar, as amended to item 4.2, below.

Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Ruddock, Pine
Noes: None
Absent/Abstain: None
Vote: 7-0-0

- 4.1 Approved Minutes of January 27, 2020 District Board Meeting
- 4.2 Approved Minutes of January 22, 2020 (Amended, Page 1, to show Director Diane Papan as “Present”); and Approved Special Meeting Minutes of January 28, 2020
- 4.3 Adopted Resolution No. 2020-2. Approving the Board Member Guidelines
- 4.4 Approved Amendment No. 3 to the Contract with Larry A. Patterson d.b.a Coast Consulting

5. **Regular Agenda**

- 5.1 Adopt Ordinance Establishing Rules, Regulations, Standards, And Procedures for Appointment, Suspension and Termination of Employment of District Employees

Interim CEO Patterson recalled that the Ordinance was introduced at the Board’s last meeting. He recommended adoption and noted that the effective date would be 30 days following adoption, or March 11, 2020.

Motion/Second: Pine/Gauthier moved to adopt Ordinance #1, Establishing Rules, Regulations, Standards, and Procedures for Appointment, Suspension and Termination of Employment of District Employees.

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

Noes: None

Absent/Abstain: None

Vote: 7-0-0

- 5.2 Approve Administrative Memorandum 2: Travel and Expense Reimbursement Policy

Interim CEO Patterson stated the proposed policy was borrowed from the County of San Mateo and were originally separate policies for travel and expense reimbursement. They have subsequently been combined into one policy for travel and expense reimbursement.

Motion/Second: Ruddock/Colson moved approval of Administrative Memorandum 2: Travel and Expense Reimbursement Policy.

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

Noes: None

Absent/Abstain: None

Vote: 7-0-0

- 5.3 Approve Administrative Memorandum 3: Appropriation Authority

Rochelle Kiner, Interim Director, Revenue Services, presented the report for Administrative Memorandum 3: Appropriation Authority. She requested an amendment to the proposed policy which would provide the CEO with the authority to move funds within the budget units in order to balance the budget. The action would allow for a smoother and faster closing of the books at year’s end.

Motion/Second: Ruddock/Gauthier moved approval of Administrative Memorandum 3: Appropriation Authority, as amended.

Ayes: Colson, Derwin, Gauthier, Horlsey, Papan, Ruddock, Pine
Noes: None
Absent/Abstain: None
Vote: 7-0-0

6. **Chair's Report**

Chair Pine reported on several issues:

- Attended a Sea Level Rise meeting held in Foster City led by Professor Christina Hill on the topic of groundwater and expediting the permitting process;
- Announced that a resiliency bond would be on the Nov. 2020 ballot;
- Distributed a one-page informational sheet on the funding needs of the Flood District;
- Discussed Congresswoman's Speier's restoration legislation that passed recently;
- Announced that the Flood District would be receiving the "Mayor's Award" from the San Mateo Chamber of Commerce on Thursday, February 13.

7. **Interim CEO Report**

Mr. Patterson provided several brief reports:

- The framework of the new District that is still being formed with the next Board actions to include adoption of a document retention policy and Conflict of Interest Code. Following the effective date of the Ordinance, the District would begin the process of hiring employees;
- Grant applicants are starting to ask for Flood District endorsement of their applications for grant support in a highly competitive atmosphere;
- The Senior Accountant position would be filled soon, with the top candidate possessing a CPA degree.

8. **Advisory Committee Reports**

- 8.1 Ad Hoc CEO Recruitment Subcommittee Report
- 8.2 Colma Creek Advisory Committee

9. **Board Member Reports**

Director Colson reported out on a meeting she attended recently on climate, resiliency and affordable housing where fire risk mitigation was discussed.

Mr. Patterson reminded Board members to file their Form 700's, assuming office, for the Flood District.

10. **Items for Future Agenda**

11. **Closed Session:**

The Board convened a Closed Session at 4:46 p.m. to discuss the following:

- Closed Session: Public Employment Appointment: Chief Executive Officer, pursuant to Government Code Section 54957
- Confidential Labor Negotiation: Agency Designated Representative: Larry Patterson, Chief Executive Officer Negotiator

12. **Adjournment**

The meeting reconvened at 5:20 p.m. and adjourned.