

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

1700 S. El Camino Real, Miller Ream Hall

San Mateo, CA

February 24, 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)
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

Directors Absent:

Debbie Ruddock, Representing Coastside (Vice Chair)

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
Colin Martorana, Associate Engineer
Christine Boland, Interim Clerk of the Board

2. Public Comment

None.

3. Action to Set the Agenda

Motion/Second: Horsley/Gauthier moved to set the agenda as posted.

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

Noes: None

Absent: Ruddock

Vote: 6-0-1

4. Approval of Consent Agenda

Motion/Second: Gauthier/Horsley moved to approve the Consent Agenda.

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

Noes: None

Absent: Ruddock

Vote: 6-0-1

- 4.1 Approved Minutes of February 10, 2020 District Board Meeting
- 4.2 Approved Amendment No. 2 to the Agreement with Erika Powell

5. **Regular Agenda**

- 5.1 Approve Employment Agreement for Chief Executive Officer

Chair Pine summarized the terms of the employment agreement with Len Materman, for the position of Chief Executive Officer. He noted that details were contained in the agenda packet, as follows: contract is for four years and two months, beginning on May 1, 2020, with a salary of \$235,000. He discussed benefits, vacation and reimbursements.

Motion/Second: Papan/Gauthier moved approval of the Employment Agreement with Len Materman, as outlined and contained in the agenda packet.

Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Pine
Noes: None
Absent: Ruddock
Vote: 6-0-1

- 5.2 Review Initial Employee Benefit Recommendations

Interim CEO Larry Patterson combined agenda items 5.2 and 5.3. He stated the Ordinance No. 1, Setting Rules, Standards and Procedures for Appointment, Suspension and Termination of Employment, would become effective March 12, 2020, at which time employee offer letters could be drafted with initial discussions regarding salaries according to the new salary schedule and benefits. The employees are currently County and/or contract employees.

Director Gauthier inquired about resetting vacation balances. Responding, Mr. Patterson stated the conversations with employees could only begin following the effective date of the Ordinance and adjustments made accordingly. He noted that the CEO has the authority to make salary adjustments within the ranges.

- 5.3 Adopt a Resolution establishing the FY 2019-20 Salary Schedule

Motion/Second: Horsley/Gauthier moved approval of Resolution 2020-6, Adopting the San Mateo County Flood and Sea Level Rise Resiliency District Salary Schedule.

Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Pine
Noes: None
Absent: Ruddock
Vote: 6-0-1

- 5.4 Approve Resolution Certifying Bayfront Canal Initial Study and Mitigated Negative Declaration

Erika Powell, Manager of the Flood Resiliency Program, provided a brief summary of the project entitled "Bayfront Canal Atherton Restoration

Channel.” She discussed the public noticing and readvertising that took place announcing that the project is now under the jurisdiction of the Flood and Sea Level Rise Resiliency District. She recommended adoption of a Resolution certifying the Initial Study/Mitigated Negative Declaration (IS/MND). County Counsel Kulich reviewed the findings contained in the Resolution as well as in the Mitigated Monitoring Report Program (MMRP).

Motion/Second: Horsley/Papan moved approval of Resolution No. 2020-8, Adopting the Initial Study/Mitigated Negative Declaration, dated July 29, 2019, for the Bayfront Canal and Atherton Channel Flood Management and Restoration project.

Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Pine
Noes: None
Absent: Ruddock
Vote: 6-0-1

5.5 Amend Agreement with Paychex for Employee Medical and Pension Benefits

Rochelle Kiner, Interim Director, Revenue Services, stated that amendment to the agreement with Paychex, already the vendor for Human Resources, Payroll and Workers Compensation services, would be amended to add medical, dental and vision benefits (75 percent paid by District; 25 percent paid by the employee). She recommended contracting with Massachusetts Mutual through the County’s contract for the 401(a) or 457(b) retirement plan, with six percent as the employee contribution and nine percent matching District contribution. She noted the CEO would be authorized to make administrative and other changes under the contract. County Counsel Kulich noted that 401(a) or 457(b) government retirement plans were not offered through Paychex.

Motion/Second: Gauthier/Horsley moved approval of Resolution 2020-8, Authorizing a) the Chief Executive Officer to execute an amendment with Paychex to Add Employee Medical Benefits, For a Term of Two Years, Increasing the Not-To-Exceed Amount By An Additional \$311,000, For a Total Estimated Cost Not-To-Exceed \$331,000; and b) The Chief Executive Officer To Negotiate and Execute an Agreement to Provide and Administer a 401(a) Retirement Plan and 457(b) Deferred Compensation Plan To Employees, For a Term of Two Years, In An Amount Not-To-Exceed \$253,000; and c) The Chief Executive Officer to Execute Contract Amendments Which Modify the District’s Maximum Fiscal Obligation By No More Than \$25,000 (In Aggregate) and/or Modify the Contract Term and/or Service So Long as the Modified Term or Services Is/Are Within the Current or Revised Fiscal Obligation.

Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Pine
Noes: None
Absent: Ruddock
Vote: 6-0-1

6. Chair's Report

Chair Pine reported on several issues:

- Received the "Mayor's Award" plaque from the San Mateo Chamber of Commerce on Thursday, February 13, and presented it to staff;
- Updated the board on Assemblymember Mullin's office regarding a resiliency bond for the November 2020 ballot;

7. Interim CEO Report

Mr. Patterson provided several brief reports:

- Bayfront Canal discussion with Redwood City regarding levy de-certification;
- Start-up revenue has been received from the local agencies;

8. Flood Zones Report

Jim Porter, Director of Public Works, provided an update on the Colma Creek Advisory Committee and the San Francisquito Creek upstream project. County Counsel Kulich added that the amendments to the San Francisquito Creek joint powers agreement would be handled in two parts.

9. Board Member Reports

None.

10. Items for Future Agenda

- Discussion of Woodside discounted contribution of start-up funding.

11. Adjournment

Prior to adjournment, Ms. Powell announced Twin Pines park received a grant from the Urban Streams Restoration Program.

The meeting adjourned at 5:58 p.m.