

**SAN MATEO COUNTY  
FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
Board of Directors meeting held remotely via Zoom  
June 8, 2020  
MINUTES**

**1. Roll Call**

Chair Pine called the meeting to order at 4:03 p.m. via Zoom video conference software. 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  
Debbie Ruddock, Representing Coastside (Vice Chair)

Directors Absent:

None

Staff Present:

Len Materman, Chief Executive Officer  
Brian Kulich, Esq., Legal Counsel  
Colin Martorana, Associate Project Manager  
Lucy Dong, Senior Accountant  
Christine Boland, Interim Clerk of the Board  
Larry Patterson, Consultant

**2. Public Comment**

None.

**3. Action to Set the Agenda**

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

**4. Approval of Consent Agenda**

Motion/Second: Colson/Ruddock moved to approve the Consent Agenda.  
Ayes: Colson, Derwin, Gauthier, Horsley, Papan, Ruddock, Pine  
Noes: None  
Absent: None  
Vote: 7-0-0

- A. Approved Minutes of May 11, 2020 District Board Meeting
- B. Adopted Resolution 2020-68A, Adopting District Conflict of Interest Code (Administrative Memo 4)
- C. Adopted Resolution 2020-68B, Authorizing the CEO to apply for grant funds for the California Natural Resources Agency Urban Flood Protection Grant Program

5. **Regular Agenda**

- A. Approve Fiscal Year 2020-2021 Operating Budget

Chair Pine stated the Board reviewed the draft budget at its last meeting. He introduced CEO Materman, who provided the final operating budget for Board approval. He noted that only minor changes were made to the initial draft budget as discussed last month. Again, he reviewed the four areas of the operating budget and expenditures associated with each: General Operations and Administration, Regional Program, Flood Control/ Countywide Projects and Financial Strategies. Mr. Materman reviewed the projected revenues, expenditures for the coming year and discussed a small expected surplus (“reserves”). He stated that the start-up funding had been secured from all 20 Peninsula cities, as of June 1, 2020.

Outgoing CEO Patterson responded to a question regarding the County staff time and other expenditures that were incurred prior to the inception of the District on January 1, 2020 that were not counted against the current fiscal year budget.

Continuing, CEO Materman answered questions of Board members regarding future start-up funding contributions for the next two years, the expenses related to the three flood control districts and a line item for a communications plan to member cities. Development of a long-term funding strategy for District operations was discussed and it was determined that that would need to be agendaized for continued discussion. Upcoming debt service payments for the Colma Creek construction project was discussed as well as the FEMA grant received for the project.

Board members requested to follow up with discussions on Colma Creek and its FEMA grant, San Bruno Creek expenditures, and to hold an information discussion on certain details of budget expenditures.

Legal Counsel Kulich noted the availability of the budget presentation on the District’s website ([www.oneshoreline.org](http://www.oneshoreline.org)).

Motion/Second: Ruddock/Papan moved to approve the FY 2020-2021 Operating Budget.

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

- B. Approve an Agreement with Macias, Gini & O'Connell, LLP for financial auditing services

CEO Materman stated the District solicited proposals for professional financial auditing services. He stated responses were reviewed by himself and the Senior Accountant, Lucy Dong. He stated the firm of Macias, Gini & O'Connell, LLP was recommended as the most responsive bidder, noting that they are also the auditor of the County of San Mateo.

Board members inquired about the audit process and the possibility of using Board subcommittees to review the audit and finance process. It was suggested to discuss the use of subcommittees for a future discussion.

Motion/Second: Horsley/Gauthier moved to approve an agreement with Macias, Gini & O'Connell, LLP, to provide professional financial auditing services for a three year term beginning June 8, 2020 through May 31, 2023 at a not-to-exceed amount of \$223,300, with option to extend the contract for an additional three years.

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

- C. Adopt Resolution amending San Mateo County Flood and Sea Level Rise Resiliency District Fiscal Year 2019-2020 Salary Schedule, effective April 1, 2020

CEO Materman discussed the need to amend the original resolution in order to add provisions for vacation, sick leave, retirement and adjust job titles.

Board members inquired about the payout of accrued sick leave, using extended vacation leave and difference between management leave and vacation. CEO Materman and Legal Counsel Kulich responded to board members questions.

Motion/Second: Ruddock/Horsley adopted Resolution 2020-68C, Amending the FY 2019-2020 Salary Schedule, effective April 1, 2020 (Resolution 2020-6).

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

## 6. Chair's Report

Chair Pine noted that the CEO has been full time since May 1, 2020 and that they have met with Senator Hill and others about possible opportunities in Sacramento. He discussed an infrastructure resiliency bond.

**7. CEO's Report**

CEO Materman reported on the purchase of accounting software, establishing a bank account and provided an update on the Bayfront Canal project. He discussed potential new projects in Half Moon Bay, Pacifica, and the Bay shoreline of Burlingame. He discussed the possible decertification of levies in Redwood Shores and work on Belmont Creek.

**8. Board Member Reports**

Director Ruddock announced the deadline for legislation is June 25. She provided an update on SB 45 and AB 3256, noting the legislature is planning a recess soon.

**9. Items for Future Agenda**

Previously noted.

**10. Adjournment**

The meeting adjourned at 5:10 p.m.