



**San Mateo County  
Flood and Sea Level Rise  
Resiliency District**

**Board of Directors Meeting**

**AGENDA**

**December 14, 2020 4:00 PM**

1. **Roll Call**
2. **Public Comment** Persons wishing to address the Board on District-related matters not on this Agenda may speak for up to two minutes; comments on Agenda items shall be heard during that item for up to two minutes.
3. **Action to Set the Agenda and Approve the Consent Agenda**
  - A. Approve the Minutes of September 14, 2020 and November 9, 2020 District Board Meetings
  - B. Accept the District's Audited Financial Statements for January 1 – June 30, 2020 (Attached) and Authorize the Chief Executive Officer, or Designee, to Transmit the Audit to Appropriate Governmental Agencies
  - C. Approve a Policy Establishing Procedures to Protest the District's Bidding Process for Construction Contracts
  - D. Approve the 2021 Schedule of Regular meetings of the Board of Directors
4. **Regular Business**
  - A. Authorize the Chief Executive Officer to Enter Into an Agreement with the City of South San Francisco Regarding Maintenance of Portions of the Colma Creek Channel
  - B. Authorize the Chief Executive Officer to Enter Into an Access and Permit Agreement with the City of South San Francisco for the City's Orange Memorial Park Storm Water Capture Project
  - C. Approve an Investment Policy for District Funds
5. **Chair's Report**
6. **CEO's Report**
7. **Board Member Reports**
8. **Items for a Future Agenda**
9. **Adjournment**

**Agenda item 4A**

**Agreement with South San Francisco for Colma Creek Maintenance**

- **Original MOA:** From October 2016 – June 2019, the County reimbursed the City of SSF on a time-and-materials basis for maintenance of portions of Colma Creek Channel within City.
- **New Agreement:** Carries over all material terms of Original MOA until June 30, 2023, with the District replacing the County.
- **Maintenance responsibilities are divided into six categories:** Quarterly Inspections, Illegal Encampment Clean-Up Program, Trash Clean-Up Program, Graffiti and Vandalism Abatement, Vegetation Removal, and Facility Maintenance.
- **City will be primary entity responsible for these categories of activities, except for quarterly inspections and facility maintenance (which will be jointly implemented).**

**RECOMMENDATION TO BOARD:** Authorize CEO to sign Agreement



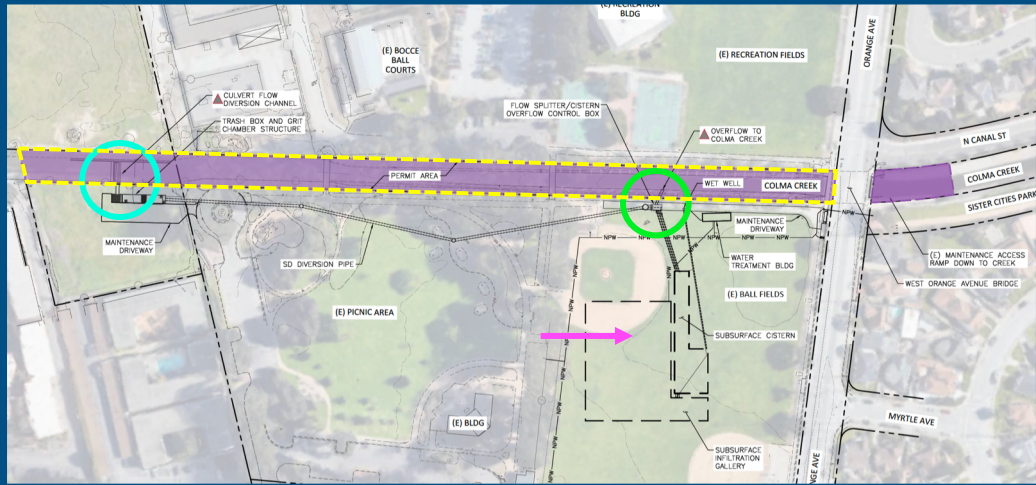
**Agenda item 4B**

**Agreement with South San Francisco for Access & Land Rights for its Orange Memorial Park Project**

City of SSF plans to install an instream structure to divert water from Colma Creek into an underground infiltration facility and an overflow structure to allow water back into the channel. These two permanent structures will be within District right-of-way.

SSF has obtained the necessary regulatory permits and wishes to begin construction in 2021.

The Agreement provides the City access to District property to construct, install, operate, maintain, and repair the improvements.



**Agenda item 4B**

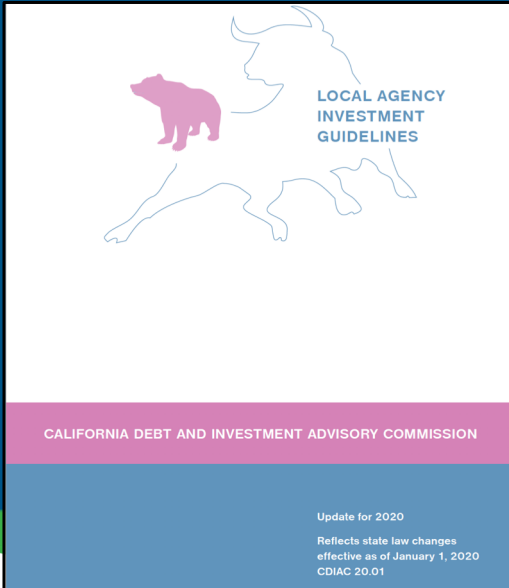
**Agreement with South San Francisco for Access & Land Rights for its Orange Memorial Park Project**

Under the Agreement:

- The District grants the City a revocable license to access the Creek channel for the above purposes;
- The Agreement may be terminated by the City if/when the improvements become obsolete, and by the District if either the improvements or City actions under the Agreement interfere with the District's operations or use of its property, or there is a breach of the Agreement by the City;
- The City must obtain the District's advance written approval for any other improvements;
- The City must obtain all necessary permits, comply with all laws (including CEQA), exercise due care, restore damage to District property, properly maintain the improvements, and indemnify the District for damages.

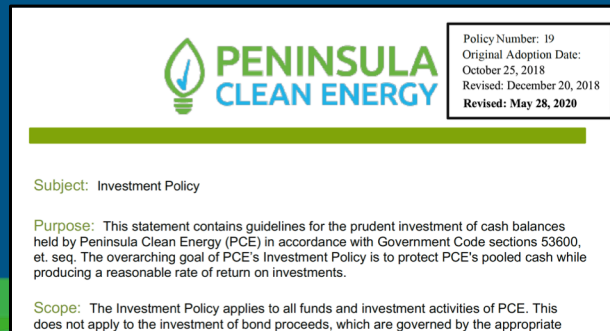
**RECOMMENDATION TO BOARD: Authorize CEO to sign Agreement**

## Agenda item 4C: Discuss the development of an Investment Policy for District funds



District Finance Manager Lucy Dong reviewed these documents and the investment policies of:

- San Mateo County
- Cities of Burlingame and San Mateo



## Agenda item 4C: Discuss the development of an Investment Policy for District funds

### Factors in determining an appropriate investment policy:

- Diversity of portfolio, desired liquidity and risk
- Staff resources to manage it
- Frequency of review & revision (annually in January following legislative cycle)
- State law regulates the type of instruments local agencies may invest in

### Amount available to invest:

- Approximately \$32 million largely from flood zone property taxes – about \$30 million would be invested initially

## Agenda item 4C: Discuss the development of an Investment Policy for District funds

### Elements of a District Investment Policy:

- Authority and guidelines regulating transactions
- Scope of funds covered by policy: General Fund, Capital Project Funds, Debt Service Funds, and Trust and Agency Funds
- Investment objectives: safety, liquidity, return, environmental/social
- Authorized investments: Local Agency Investment Fund (CA pool); San Mateo County Investment Fund; California Asset Management Program; U.S. Treasury, US Government, and State obligations; highly-rated Commercial Paper, CDs, etc.
- Internal controls, performance reporting requirements, required reviews

## Agenda item 6 - CEO's Report

- Bayfront Canal & Atherton Channel Project
- Outreach and Long-Term Financing

**CEO'S REPORT: Bayfront Canal & Atherton Channel Project Update**  
**MOU, Permits, Land Easements, Prequal/Bidding, Construction Management, Outreach**



**Restrictions on work windows:**

- Waters of the US: June 15 – October 15    Waters of the State: July 15 – October 31
- Bayfront Canal, and activities occurring below the high tide line: May 1 – October 15

**Next Scheduled Board meeting**

**January 25, 2021 at 4:00 pm**



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