

**SAN MATEO COUNTY**  
**FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT**  
**Board of Directors meeting held remotely via Zoom**  
**August 23, 2021**  
**MINUTES**

ITEM 3.A

**1. Roll Call**

Chair Pine called the meeting to order at 4:02 p.m. via Zoom video conference software. Interim Clerk of the Board Sukhmani Purewal took the roll call.

Directors Present:

Dave Pine, Representing Board of Supervisors, At Large (Chair)  
Debbie Ruddock, Representing Pacific Coastside San Mateo County Cities (Vice Chair)  
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

Director(s) Absent:

Donna Colson, Representing Northern San Mateo County cities

Staff Present:

Len Materman, Chief Executive Officer  
Brian Kulich, Esq., Legal Counsel  
Colin Martorana, Project Manager  
Lucy Dong, Finance Manager  
Makena Wong, Associate Project Manager  
Sukhmani Purewal, Interim Clerk of the Board

**2. Public Comment**

None

**3. Action to Set the Agenda and Approve the Consent Agenda**

- A. Approve the Minutes of the May 24, 2021, June 28, 2021, July 22, 2021 District Board Meetings

Public Speaker(s): None

Motion made by Director Ruddock and seconded by Director Horsley to set the agenda and approve consent agenda:

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

Noes: None

Absent: Colson

Vote: 6-0-1

**4. Regular Business**

- A. Discuss the San Mateo County Civil Grand Jury Report titled "San Mateo County: California's Ground Zero for Sea Level Rise" released on August 11, 2021 and requiring a District Board response

Director Colson arrived to the virtual meeting at 4:06 p.m.

Mr. Materman discussed the Grand Jury Report, which concluded with two Best Practices, 13 Findings, and 4 Recommendations. The report describes the following: 1. The scale of the Sea Level Rise (SLR) problem in the County; 2. The fundamental options for addressing the problem; 3. Other efforts to documented SLR since the Grand Jury last addressed the issue in 2015; 4. The origins, governance, and objectives of OneShoreline, and its first year activities; 5. Potential roles for OneShoreline and the funding of its operations and projects; 6. The lengthy process to secure environmental regulatory permits; 7. The role of Army Corps of Engineers, FEMA, and other federal and state agencies; and 8. The level of awareness among cities to this threat.

Other speakers on this item: Board members Don Horsley, Maryann Derwin, Donna Colson, Debbie Ruddock, Dave Pine, and Diana Papan, and legal counsel Brian Kulich.

Public Speaker(s): Brian Perkins and Sue Digre

B. Approve an updated Procurement and Contracting Policy for the District

Mr. Materman provided background regarding this policy. On January 13, 2020, the District Board adopted Admin Memo No. 1 establishing the District's policies and procedures surrounding procurement, solicitation and contracts. During this time, the finances were overseen by County Controller's Office. With the District now controlling its finances, staff is proposing an updated Procurement and Contracting Policy. Some of the changes include: 1. Eliminating the distinction between contracts for flood zone maintenance/operations and other District contracts to allow for greater oversight and savings associated with those contracts; 2. Providing authority for the CEO to execute small contracts, including increasing authority from \$25,000 to \$75,000 for contracts except public works construction contracts governed by Public Contract Code; 3. Increasing the amount of goods or services from \$5,000 to \$15,000 whereby a statement of work can be approved by the CEO without executing a formal contract (unless required by law); 4. In case of emergency, the CEO may authorize expenditures above \$75,000 without a competitive solicitation and must notify the Board of any such expenditures at the next regularly scheduled Board meeting.

Motion made by Director Horsley and seconded by Director Gauthier to approve an updated Procurement and Contracting Policy for the District:

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

Noes: None

Absent: None

Vote: 7-0-0

C. Discuss the creation of objectives and standards of the District and cities related to sea level rise for new development along and near the San Francisco Bay shoreline

Mr. Materman mentioned that cities continually receive, evaluate, and approve new development proposals. If the location of a proposed building is in the FEMA flood zone, cities can impose requirements so that a building's first floor or infrastructure is above the FEMA 100-year flood elevation.

In addition, some cities are or will soon be updating their General Plans or Specific Plans, presenting opportunities to incorporate sea level rise considerations into the vision of a City's future.

OneShoreline has engaged with 3 cities so far: South San Francisco, Burlingame, and Redwood City.

Other speakers on this item: Debbie Ruddock, Dave Pine, Lisa Gauthier, and Donna Colson.

5. **Chair's Report**

Director Dave Pine mentioned that the Strategic Planning Committee is continuing to meet and have discussions on a possible countywide parcel tax to fund District operations and other climate resilience activities.

Public Speaker(s): None

6. **CEO's Report**

Mr. Len Materman provided report on the following:

- Update on Bayfront Canal and Atherton Channel Project construction
- Upcoming community meetings and outreach will be done at the following dates/times/locations: Redwood City's City Council on 8/23 at 6 p.m.; Council of Cities meeting in Half Moon Bay on 8/27; League of Women Voters – North County Bayside on 9/9; and Brisbane City Council on 9/23.

Public Speaker(s): None

7. **Board Members Reports and Items for a Future Agenda\***

None

8. **Adjournment**

The meeting adjourned at 5:33 p.m.