

**SAN MATEO COUNTY
FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT
Board of Directors meeting held remotely via Zoom
March 28, 2022
MINUTES**

1. Roll Call

Chair Dave Pine called the meeting to order at 4:01 p.m. via Zoom video conference software. Assistant Clerk of the Board of Supervisors Sukhmani Purewal took the roll call.

Directors Present:

Donna Colson, Representing Northern San Mateo County cities
Lisa Gauthier, Representing Southern San Mateo County cities
Don Horsley, Representing Board of Supervisors, District 3
Debbie Ruddock, Representing Pacific Coastside San Mateo County Cities (Vice Chair)
Dave Pine, Representing Board of Supervisors, At Large (Chair)

Director(s) Absent:

Marie Chuang, Representing At Large
Diane Papan, Representing Central 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, Assistant Clerk of the Board of Supervisors

2. Public Comment

None

3. Action to Set the Agenda and Approval the Consent Agenda

- A. Adopt Resolution 2022-03-28 to continue conducting meetings of the Board of Directors remotely due to public health concerns caused by the COVID-19 pandemic.
- B. Approve the Minutes of the February 28, 2022 District Board meeting.

Motion made by Director Pine and seconded by Director Horsley to set the agenda, approve consent agenda item 3B and move item 3A to regular agenda for discussion:

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

Noes: None

Absent: Chuang and Papan

Vote: 5-0-2

Discussion of Item 3A:

Director Diane Papan joined the virtual meeting at 4:04 p.m.

Director Pine and Legal Counsel Brian Kulich mentioned that several agencies are slowly introducing in-person meetings and talked about having either in-person or hybrid District meetings in the future.

Director Marie Chuang joined the virtual meeting at 4:05 p.m.

Directors Horsley, Papan, Colson agree with the idea of having hybrid meetings so public and staff can attend remotely instead of driving to one location. Chair Pine asked Mr. Len Materman to look into locations for having in-person meetings or the capability of having hybrid meetings.

Motion made by Director Pine and seconded by Director Ruddock to approve Item 3A and continue having the meetings of the Board of Directors remotely.

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

Noes: None

Absent: None

Vote: 7-0-0

4. **Regular Business**

- A. Authorize the Chief Executive Officer to execute a Master Service Agreement with Schaaf & Wheeler to complete data collection, 100% design, environmental compliance, and permitting for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project.

Len Materman spoke on this item. The Master Service Agreement (MSA) includes the following: Project Management; Data Collection, Design Plans, Specifications, and Cost Estimates; Environmental Documentation and Permits; and FEMA Coordination.

Other speakers: Syed Murtuza, City of Burlingame; Craig Centis, City of Millbrae; Chuck Anderson, Schaaf & Wheeler.

Public Speaker(s): Brian Perkins, District Director for Congresswoman Jackie Speier.

Motion made by Director Colson and seconded by Director Gauthier to authorize the CEO to execute the Master Service Agreement with Schaaf & Wheeler:

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

Noes: None

Absent: None

Vote: 7-0-0

- B. Approve the Chief Executive Officer to execute Task Order Number 1 to the Master Service Agreement with Schaaf & Wheeler to complete data collection, 30% design, and a Draft Environmental Impact Report for the Millbrae and Burlingame Shoreline Area Protection and Enhancement Project.

Len Materman talked about Task Order Number 1 with Master Service Agreement, discussed earlier during Item 4A. Task Order Number 1 includes a not-to-exceed amount of \$3,665,000.

Other speakers on this item: Director Gauthier and Director Horsley

Public Speaker: Councilmember Ann Schneider, City of Millbrae; Jerry Hearn

Motion made by Director Colson and seconded by Director Chuang to approve Item 4B:
Ayes: Chuang, Colson, Gauthier, Horsley, Papan, Ruddock, and Pine
Noes: None
Absent: None
Vote: 7-0-0

5. **Chair's Report**

Chair Pine mentioned that on March 8, the Board of Supervisors approved a contract to conduct public outreach on potential parcel tax to address sea level rise, wildfire, and emergency preparedness. Anticipates mailers will go out in one month.

Public Speaker(s): None

6. **CEO's Report**

Mr. Len Materman provided report on the following:

- Bayfront Canal and Atherton Channel Project. No change orders approved since last Board meeting on February 28, 2022.
- A Project completion ceremony is currently being planned.

Other speakers on this item: Director Ruddock and Director Horsley

Public Speaker(s): None

Director Papan thanked the Board of Supervisors for retaining the vendor to conduct public outreach on the potential parcel tax to address sea level rise.

7. **Board Member Reports and Items for a Future Agenda***

None

8. **Adjournment**

The meeting adjourned at 4:51 p.m.