

**SAN MATEO COUNTY
FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT
Board of Directors meeting held in person and remotely via Zoom
December 16, 2024
MINUTES**

1. Roll Call

Chair Dave Pine called the meeting to order at 4:12 p.m. via Zoom video conference software. Acting Clerk of the Board Stephanie Lau took the roll call.

Directors Present:

Dave Pine, Representing Board of Supervisors, At Large (Chair)
Debbie Ruddock, Representing Coast (Vice Chair)
Marie Chuang, Representing At Large
Donna Colson, Representing Northern San Mateo County Cities
Lisa Gauthier, Representing Southern San Mateo County Cities
Ray Mueller, Representing Board of Supervisors, District 3
Adam Rak, Representing Central San Mateo County Cities

Director(s) Absent: none

Staff Present:

Len Materman, Chief Executive Officer
Brian Kulich, Legal Counsel
Lucy Dong, Director of Finance and Administration
Summer Bundy, Director of Project Management
Makena Wong, Project Manager
Johnathan Perisho, Project Manager
Errol Gabrielsen, Consulting Flood Infrastructure Manager
Stephanie Lau, Consulting Grant and Communications Advisor, Acting Clerk of the Board

2. Public Comment

Public Speaker(s): Sam Casillas, President of Pacifica Land Trust

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

A. Approve the Minutes of the September 23, 2024 and October 28, 2024 District Board meetings.

Motion made by Director Chuang and seconded by Vice Chair Ruddock to set the agenda and approve consent agenda:

Ayes: All

Noes: None

Absent: None

Vote: 7-0-0

4. **Regular Business**

- A. Accept the District's Audited Financial Statements for July 1, 2023–June 30, 2024 and authorize the Chief Executive Officer, or Designee, to transmit the Audit to appropriate government agencies

Presenter: Scott Diem from Macias Gini & O'Connell LLP, the District's Auditor

Director Colson, Director Chuang, Len Materman, and Lucy Dong spoke on this item.

Public Speaker(s): None

Motion made by Director Colson and seconded by Director Chuang to approve this item:

Ayes: All

Noes: None

Absent: None

Vote: 7-0-0

- B. Approve the 2025 schedule of Regular meetings of the Board of Directors

Len Materman spoke on this item.

Public Speaker(s): None

Motion made by Vice Chair Ruddock and seconded by Director Rak to approve this item:

Ayes: All

Noes: None

Absent: None

Vote: 7-0-0

- C. Approve a revised District Procurement and Contracting Policy

The revised Procurement and Contracting Policy will:

- Ensure alignment with the Code of Federal Regulations
- Increase the CEO's contracting authority from \$75,000 to \$100,000 for all contracts, except for construction contracts
- Raise the requirement for a Request for Proposal from \$150,000 to \$200,000, and the threshold for goods or services from \$15,000 to \$20,000 based on a statement of work and without executing a formal contract, unless required by law or a grant
- Raise the emergency expenditure amount from \$75,000 to \$100,000 the CEO may authorize without competitive bids or prior Board approval (CEO must notify the Chair and Vice Chair prior to this action and notify the full Board at the next Board meeting)

Len Materman, Director Rak, Director Colson, Director Mueller, Brian Kulich spoke on this item.

Public Speaker(s): None

Motion made by Vice Chair Ruddock and seconded by Director Rak to approve this item, with an amendment to Procurement and Contracting Policy contained within the Board meeting packet that the CEO must make best efforts to contact the Chair or Vice Chair in an emergency and that a contract greater than \$100K cannot be split into multiple contracts of less than \$100K:

Ayes: All

Noes: None

Absent: None

Vote: 7-0-0

- D. Adopt Resolution 2024-12-16 recognizing the years of outstanding service of outgoing Board Chair Dave Pine

Len Materman, Vice Chair Ruddock, Director Chuang, Director Gauthier, Director Colson, Director Rak, Director Mueller, and Chair Pine spoke on this item.

Public Speaker(s): None

Motion made by Director Colson and seconded by Director Rak to approve this item:

Ayes: All

Noes: None

Absent: None

Vote: 7-0-0

5. **Chair's Report**

None

6. **CEO's Report**

Len Materman provided updates on the following:

- King Tides and Storms on December 13-15
- Bay Conservation and Development Commission (BCDC) new guidelines for local government Regional Shoreline Adaptation Plans
- Introduce Summer Bundy as Director of Project Management and farewell to outgoing Project Manager Makena Wong

Director Colson, Director Chuang, Lucy Dong spoke on this item.

Public Speaker(s): None

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

None

8. **Adjournment**

The meeting adjourned at 5:30 p.m.