

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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MEETING AGENDA **San Mateo Countywide Water Coordination** **Committee (SMCWCC)**

Date: Friday, July 20, 2018
7:30 a.m. to 9:00 a.m.
Place: San Mateo City Hall
Conference Room C (across from Council Chamber)
330 West 20th Avenue
San Mateo, CA

PLEASE CALL Reid Bogert (599-1433) IF YOU ARE UNABLE TO ATTEND

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|----|---|-------------------------------------|-------------|
| 1. | Public comment on items not on the agenda. | Presentations are limited to 3 mins | |
| 2. | Approval of minutes from the June 15, 2018 meeting. | Action (Pine) | Pages 1 - 3 |
| 3. | Receive update on the progress of Staff Advisory Team (SAT) and provide input on success factors. | Action (Staff) | Page 4 - 5 |
| 4. | Member comments and announcements. | Information | |
| 5. | Adjournment.
(Next meeting – August 17, 2018) | Action (Pine) | |

NOTE: All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at 650 599-1406, five working days prior to the meeting date.

Countywide Water Coordination Committee

DRAFT

MINUTES

MEETING OF JUNE 15, 2018

Chair Pine called the meeting to order at 7:35 am at the San Mateo City Hall.

Attendance sheet is attached.

1. Public Comments on items not on the agenda.

As appointed by the C/CAG Board, new committee members Maryann Derwin, Marie Chuang, and Alicia Aguirre were introduced.

2. Approval of minutes from the April 18, 2018 meeting.

Motion: Member Vaterlaus moved to approve the April 18, 2018 minutes as presented; Seconded by Member Yarbrough-Gauthier; Motion carried unanimously.

3. Receive update on proposed scope of work and proposal from Environmental Science Associates (ESA) for development of a strategic plan to create a new agency.

Committee received an update on the process for selecting a consultant to facilitate the development of a recommendation to create a new agency in San Mateo County to manage and fund regional flooding, sea level rise and stormwater related issues. County staff issued an RFP—based on the scope of work developed by the SAT—to two on-call consultants for the County Flood Resilience Program, Environmental Science Associates (ESA) and Paradigm Environmental. County staff, C/CAG staff and SAT Co-Chairs reviewed the two proposals and selected ESA. At the June 7, 2018 SAT meeting, staff worked with ESA to modify the scope according to recommendations from the SAT to focus on developing recommendations for a governance structure, and postpone implementing an outreach plan until after the final recommendations are brought before the County Board of Supervisors and C/CAG Board of Directors. The SAT and ESA also scheduled a four-hour workshop for July 12, 2018 to begin the process of assessing needs and potential risks or challenges in developing a new agency. This is the beginning of a longer process of engaging city staff and eventually elected officials on the plans. Committee members discussed a general timeline for the main tasks in the scope of work and emphasized the role of the agency and staffing needs as early priorities. Committee members also re-emphasized there should be clear documentation in the early stages of what the primary needs are and what the cities want and do not want the new agency to be responsible for to help with getting buy-in from elected officials and final approval of the proposed recommendations.

The SAT will meet on July 12, 2018 for a workshop to begin addressing questions about the role of the agency, what success will look like, potential barriers, etc. The outcomes of this workshop will be brought to the Committee on July 20, 2018 for discussion and additional input and direction.

4. Review and approve proposed calendar for remaining Water Coordination Committee meetings in 2018.

The Committee reviewed and approved the proposed modified schedule of meetings for the remainder of 2018. Meetings will occur monthly on the third Friday of each month through December 2018 at 7:30-9:00 AM at City of San Mateo, City Hall, Conference Room C located at 330 W 20th Ave, San Mateo, unless otherwise noticed.

5. Member comments and announcements (information item).

None.

7. Adjournment.

Meeting was adjourned at 8:50 AM. Next meeting is scheduled for July 20, 2018.

Countywide Water Coordination Committee Attendance					
Committee Member	Agency	1/17/2018	2/21/2018	4/18/2018	6/15/2018
Dave Pine (Chair)	County of San Mateo	X	X	X	X
Lisa Yarbrough-Gauthier (Vice Chair)	East Palo Alto	X	X		X
Sue Vaterlaus	Pacifica	X	X	X	X
Diane Papan	San Mateo		X		X
Mark Addiego	South San Francisco	X		X	
Maryann Derwin	Chair of C/CAG	NA	NA	NA	X
Marie Chuang	Vice Chair of C/CAG	NA	NA	NA	X
Alicia Aguirre	Former Chair of C/CAG	NA	NA	NA	X
Others in attendance (June 15, 2018):					
Sandy Wong	C/CAG				
Matt Fabry	C/CAG				
Reid Bogert	C/CAG				
Michael Barber	Supervisor Pine's office (District 1)				
Jim Porter	San Mateo County (Public Works Director)				
Brian Perkins	District Director, Congresswoman Jackie Speier's Office				
Maggie Tides	County Counsel				
Len Materman	SFC JPA				
Jim Eggemeyer	County Office of Sustainability				

C/CAG AGENDA REPORT

Date: July 20, 2018

To: San Mateo Countywide Water Coordination Committee

From: Sandy Wong, Executive Director of C/CAG

Subject: Receive update on the progress of Staff Advisory Team (SAT) and provide input on success factors

Recommendation:

That the Countywide Water Coordination Committee receive an update on the progress of the Staff Advisory Team (SAT) and provide input on success factors.

Fiscal Impact:

Consultant support to the SAT is funded by the San Mateo County Department of Public Works.

Background:

As requested by this committee, the Staff Advisory Team (SAT) began its work on developing a strategy to create a new agency in San Mateo County to better compete for Federal, State, and other funding sources and to better manage integrated water-related infrastructure projects at a countywide level.

Through an existing on-call contract with the County Department of Public Works, the SAT is working with Environmental Science Associates (ESA) to support the strategic planning process. On July 12, 2018, the SAT conducted a half-day workshop to brainstorm success factors to define future outcomes as they relate to projects, funding, decision making, policy, and organizational efficiencies. Since a report on workshop outcomes is not available yet, staff will provide a verbal update to the committee at the July 20th meeting.

Staff recommends the committee to also brainstorm on the below questions, to provide a more comprehensive perspective to the SAT and consultant team. With the assumption of having a new agency (its method of formation to be determined later):

1. What does success look like in one year, three years, and five years?
2. What accomplishments should this agency achieve, in terms of
 - Funding?
 - Projects?
 - Policies?
 - Stakeholders?
 - Decision making?

- Public?
 - Organizational?
3. Which stakeholders are most critical to success?
 4. Are there positive models worth emulating?
 5. What are risks and opportunities for success factors?
 6. What challenges or setbacks may disrupt success? How do we anticipate/mitigate?
 7. What are the risks of status quo?
 8. Who will gain the most if this agency is successful, and who will perceive not having a gain?
 9. What are short-term successes that would be most visible to the public?

Attachment:

None.