

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, Aug 17, 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

- | | | | |
|----|---|-------------------------------------|-------------|
| 1. | Public comment on items not on the agenda. | Presentations are limited to 3 mins | |
| 2. | Approval of minutes from the July 20, 2018 meeting. | Action (Pine) | Pages 1 - 3 |
| 3. | Receive update on the progress of Staff Advisory Team (SAT) and provide input on Draft Roadmap and information gathering from cities/towns. | Action (Staff) | Page 4 - 8 |
| 4. | Member comments and announcements. | Information | |
| 5. | Adjournment.
(Next meeting – Sept 21, 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

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MINUTES

MEETING OF JULY 20, 2018

Chair Pine called the meeting to order at 7:36 am at the San Mateo City Hall.

Attendance sheet is attached.

1. Public Comments on items not on the agenda.

None.

2. Approval of minutes from the June 15, 2018 meeting.

Motion: Member Gauthier moved to approve the June 15, 2018 minutes as presented; Seconded by Member Vaterlaus; Motion carried unanimously.

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

Committee received an update on the SAT workshop held on July 12, 2018. The intention of the workshop was to begin addressing questions about the role of the agency, what success will look like in one, three and five years, potential barriers, etc. The SAT was divided into two groups and each group reviewed success factors and challenges in key areas for developing a new entity, including implementation, funding, governance structure, branding, stakeholder involvement, outreach, etc. The outcomes of this workshop will be used to create a roadmap for developing a new agency proposal. The input from the SAT workshop and an online questionnaire for SAT members who were unable to attend the workshop will also be used to develop a draft strategic plan framework covering core areas of developing a proposal, including mission/vision, goals/priority objectives, core values and key stakeholders/interested parties.

Committee members provided input to the process for developing a roadmap and strategic plan framework, focusing on drivers for success from member agency perspectives, addressing local and regional concerns, and define how this entity fits in with existing efforts. Members discussed the need for getting buy-in from the majority of cities and towns, especially those with existing water issues. Pivotal elements of the discussion included a need to define anticipated agency commitments and value of the entity to member agencies; develop a priority project list across the focus areas; and establish early funding and staffing needs and how the initial funding could be shared by member agencies with varying priorities and needs. It was noted that the countywide stormwater program offers a good example of how there are cost savings to the agencies by providing services to the agencies for work that is done more efficiently at the countywide level instead of done by individual agencies. Other good examples cited are the San Francisquito Creek JPA, the County OES, and the Sacramento Regional Water Authority.

The next steps for the SAT is to complete the draft road map and strategic plan framework and to work with ESA to create a more detailed schedule for the overall effort.

4. Member comments and announcements (information item).

None.

7. Adjournment.

Meeting was adjourned at 8:47 AM. Next meeting is scheduled for Aug 17, 2018.

Countywide Water Coordination Committee Attendance						
Committee Member	Agency	1/17/2018	2/21/2018	4/18/2018	6/15/2018	7/20/2018
Dave Pine (Chair)	County of San Mateo	X	X	X	X	X
Lisa Yarbrough-Gauthier (Vice Chair)	East Palo Alto	X	X		X	X
Sue Vaterlaus	Pacifica	X	X	X	X	X
Diane Papan	San Mateo		X		X	
Mark Addiego	South San Francisco	X		X		X
Maryann Derwin	Chair of C/CAG	NA	NA	NA	X	X
Marie Chuang	Vice Chair of C/CAG	NA	NA	NA	X	X
Alicia Aguirre	Former Chair of C/CAG	NA	NA	NA	X	X
Others in attendance (July 20, 2018):						
Sandy Wong	C/CAG					
Matt Fabry	C/CAG					
Brian Perkins	District Director, Congresswoman Jackie Speier's Office					
Maggie Tides	County Counsel					
Len Materman	SFC JPA					
Jim Eggemeyer	County Office of Sustainability					
Erika Powell	SM County Public Works					
Hilary Papendick	SM County Office of Sustainability					
Matthew Sanders	County Counsel					

C/CAG AGENDA REPORT

Date: Aug 17, 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 Draft Roadmap and information gathering from cities/towns.

Recommendation:

That the Countywide Water Coordination Committee receive an update on the progress of Staff Advisory Team (SAT) and provide input on Draft Roadmap and information gathering from cities/towns.

Fiscal Impact:

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

Background:

As directed by this committee, the Staff Advisory Team (SAT) has continued its work on developing a draft proposal to create an entity in San Mateo County to better compete for Federal, State, and other funding sources and to better manage certain integrated water-related infrastructure projects at a countywide level.

Following the SAT workshop on July 12, 2018, and with input from this committee, the executive committee of the SAT worked with the technical consultant, ESA, to create a Draft Roadmap for developing a proposal for an entity, including an outreach plan for receiving input from the cities, a draft flyer for communicating the need for the entity in initial meetings with key staff from cities, and a draft framework for the proposed entity based on feedback from the July 12 workshop. These items were all discussed at the SAT meeting, with a schedule for SAT members to review and comment on the draft materials. Staff would like to get this Committee input on draft materials as well as to help guide next steps in the process.

The Draft Roadmap for developing a proposal for an entity summarizes plans for stakeholder outreach/engagement, activities at SAT and Water Committee meetings, and planned deliverables, with a goal of having final documents completed by the end of December 2018.

The plan for information gathering from cities in the next several months is to divide cities into six groups based primarily on geography, but also on agency characteristics. The six groups are

proposed, as follows:

- Group 1: Atherton, Menlo Park, Redwood City, East Palo Alto
- Group 2: San Carlos, Belmont
- Group 3: San Bruno, South San Francisco, Colma, Brisbane
- Group 4: Woodside, Portola Valley, Hillsborough
- Group 5: Half Moon Bay, Pacifica, Daly City
- Group 6: Burlingame, Millbrae, San Mateo, Foster City

The SAT executive team and consultants will be working to schedule these group meetings as well as finalizing the flyer describing the need for a new entity and developing talking points for engaging city representatives.

Feedback from Committee:

- Comments on the proposed Roadmap?
- Are the agency groupings appropriate?
- Who should attend on behalf of the cities?
- Are there suggested edits to the flyer?
- Recommendations on talking points or desired outcomes from the agency meetings?

The draft agency framework attempted to identify areas of alignment from feedback provided at the July 20, 2018 SAT workshop. The framework includes the basic areas of focus to guide the development of a proposal for a new agency. This framework includes draft mission and vision statements; goals and priority objectives; core values; and key stakeholders and interested parties. The draft framework was still under review by the SAT at the time of this staff report, therefore staff will provide a verbal update to the committee on the framework.

Attachment:

1. Draft new agency proposal Draft Roadmap
2. Draft organization need flyer

New Agency Proposal Roadmap

	JUL	AUG	SEP	OCT	NOV	DEC	
Stakeholder Outreach/Engagement	<i>Info Gathering Phase</i>			<i>Review Phase</i>			<i>Roadshow Phase</i> →
	Outreach Plan	6 Stakeholder Groups (As Defined by SAT) City Mgrs Meeting (TBD) City/County Engineers Assoc (Jim Porter) Other 1-on-1 Meetings	Remaining Stakeholders (6 Stakeholder Groups)	Schedule Stakeholder Review Meetings	6 Stakeholder Groups City Mgrs Meeting City/County Engineers Assoc (Jim Porter) Other 1-on-1 Meetings		
SAT	SAT Meeting 1 Breakout Session	SAT Meeting 2 Alignment/ Convergence Mission, Goals, Vision Governance Concepts	SAT Meeting 3 How to Create Agency John Wooding, Guest Speaker Governance Options Matrix Budget/Funding	SAT Meeting 4 Draft Strategic Plan Governance Structure Recommendation Budget and Financing	SAT Meeting 5 Review Final Agency Proposal	SAT Meeting 6 Final Documents Roadshow Communications Plan	
C/CAG	Water Committee	Water Committee	Water Committee	Water Committee	Water Committee	Water Committee	
Work Deliverables – Outreach – Draft Agency Proposal – Strategic Plan	Flyer/Script Targets for Stakeholder Meetings Scheduling Meetings	Draft Proposal Governance Options Discussion	Draft Proposal Governance Options Matrix	Draft Agency Proposal	Synthesize Feedback Final Agency Proposal	Roadshow Communications Plan	

A New Entity in San Mateo County for Flood, Shoreline Protection and Coastal Erosion

Flooding and coastal erosion are an immediate and long-term risk to San Mateo County and its residents. It is estimated that by 2100, over 40% of the County lands could be adversely affected by flooding and erosional processes related to sea level rise (SLR) and climate change. To address these issues, San Mateo County and the City/County Association of Governments of San Mateo County (C/CAG) are initiating a county-wide multi-jurisdictional collaboration among local governments and other public agencies to organize our collective efforts to focus on these important issues. This will likely include designating a new or existing entity responsible for an integrated response to the impacts of flooding, coastal erosion, and climate change.

C/CAG's Countywide Water Coordination Committee, a committee consisting of eight elected officials from throughout the county, formed an Advisory Team to develop an organizational proposal to address flooding, coastal erosion, and climate change. In addition, the County hired a consultant to assist with developing the proposal through exercises like gathering information from the 20 cities on their needs and priorities. The proposal will include draft mission and vision statements, identify preferred options for organizational and governance structure, identify primary functions, guiding principles and objectives, an approach for integration with current efforts, and a preliminary budget and potential funding sources. This proposal will then be presented to local municipalities and the public through a comprehensive outreach process through a stakeholder engagement process starting in early 2019.

Why is this Entity Needed Now?

Many of the challenges facing San Mateo County are multi-jurisdictional and will require significant funding and staffing resources to address. Most agencies aren't equipped to tackle these issues on their own and a coordinated, integrated response is necessary to plan, implement, and maintain flood and coastal erosion, and shoreline protection projects, reduce future costs, and better position the County for State and Federal funding. Major flood protection, regional stormwater management, and SLR adaptation projects have already been identified, but these projects are unlikely to move forward as quickly as needed to prevent flooding without a dedicated entity focused on funding and implementing priority projects.

What Would be its Structure and Funding?

Various options for governance structure will be considered as part of the proposal development, such as a Joint Powers Authority or Memorandum of Agreement between agencies, a new or modified special district, or a new department or branch within an existing agency. Each of these options offers different challenges and opportunities, and the pros and cons of each will be detailed in the proposal, including funding needed to create and operate the entity and sources of funding. Developing a funding strategy for year 1 and subsequent years through a phased approach will be part of the initial informational gathering process.

Final Draft: New Entity for Flood and Shoreline Protection

What Would be its Authority?

The new entity's authority would be developed to support the interests and needs of the 20 cities and towns and the County, with the primary focus on providing an integrated response to flooding and coastal erosion, and shoreline protection. Other water management activities such as local storm water management and Sustainable Groundwater Management Act (SGMA) are not anticipated to be part of the proposed entity's purview at this time.

How Can My Agency Participate?

During the information gathering stage, agencies will be invited to participate in a series of focus meetings designed to bring together cities with similar interests and geography to provide input into the proposal. The Advisory Team will also engage other key collaboratives in the County, including C/CAG members, Council of Cities, City Managers Association, and City/County Engineers Association.

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