



# MEETING MINUTES

**Date of Meeting:** May 3, 2016

**Location:** 1 Twin Pines Lane, Belmont, CA 94002

**Subject:** Steering Committee No.6

**Project Name:** San Mateo County Hazard Mitigation Plan Update

**In Attendance:** **Steering Committee:** Bart Spencer, Joe Spanheimer, Pat Halleran, Tom Maloney, Ken Anderson, Dan Ghiorso, Rob Bartoli, Dan Berumen, Brad Hartzell

**Planning Team:** Bart Spencer, Brad Hartzell, Caitlin Kelly, Rob Flaner, and Jessica Cerutti

**Non-voting Attendees:** Michael Barber, Michelle Durand, Srijesh Thapa, Steve Mahaley

**Not Present:** Dave Pucci

**Summary Prepared by:** Caitlin Kelly – 5/17/2016

**Quorum – Yes or No** Yes (all but one voting member present)

Item	Action
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**Welcome and Introductions, Confirm Meeting Minutes, and Public Comment**

- Mr. Spencer opened the meeting and facilitated group introductions.
- Distributed handouts included: Agenda, Steering Committee Meeting #5 Minutes; Countywide Mitigation Action – Examples, and the Draft Profile for Drought
- The agenda was reviewed and no modifications were made.
- The SC April Meeting Minutes were reviewed and approved
- Members of the public did not address the Steering Committee.

**Public Involvement Strategy**

Ms. Kelly and Mr. Spencer began the Public Involvement discussion with an overview of the Emergency Services Council - Public Meeting #1. Mr. Spencer, stated that the meeting was well attended and that Tetra Tech provided a great presentation. Many of the council members were pleased. Ms. Kelly then opened the floor for additional feedback on the meeting – none was provided. Ms. Kelly then stated that Tetra Tech will be stationing a booth during the San Mateo Preparedness Fair, and this will count as the second public meeting. Tetra Tech will be available

Tetra Tech to develop handout materials for the June 11<sup>th</sup> public meetings

**Item****Action**

during the fair to discuss key components of the draft 2016 HMP and answer questions. A computer workstation will also be available for citizens to view information on their property, including specific exposure and damage estimates for earthquake and flood hazard events. She stressed the importance of announcing these meetings via press release, noting the FEMA requirement for public notification is a minimum of two weeks prior to the public event. Next, Ms. Kelly requested that the press release for the 2<sup>nd</sup> public meeting be disseminated no later than May 27<sup>th</sup>. She informed the group, that Tetra Tech would draft sample language for the release and provide to Ms. Durand and Mr. Hartzell for their review by May 24<sup>th</sup>. Mr. Spencer then questioned whether CEQA language needed to be included in the press release. Mr. Bartoli informed the group that the County was currently seeking an exemption for the HMP, but he could not confirm at this time.

Tetra Tech to develop sample language for press release by May 24<sup>th</sup>.

*Follow up from meeting - When the County adopts their Annex, they will be stating that the project is exempt from CEQA under Section 15183(d), Section 15262, Section 15306, and Section 15601(b)(3). The County will then be filing a Notice of Exemption with County Clerk for the unincorporated annex. If other local agencies determine that the LHMP is exempt under CEQA as well, then they can just state that in their report and if they wish to, they can file a Notice of Exemption with the County Clerk. There is no requirement to file the Notice of Exemption, instead, it will be up to each agency to decide what to do.*

*Since the project can be exempted from the County view, we will not be writing a separate environmental document. The only review time for the LHMP will be what is required by FEMA.*

**Planning Partners – Volume 2**

Mr. Spencer then provided an overview of the planning partner’s participation in the planning process. He informed the group, that many of the planning partners have submitted their annexes on time and complied with deadlines. However, there are a few “problem children” who are behind on their submissions. Mr. Spencer then reviewed the options each jurisdiction has for the HMP update:

1. complete the process and submit required documents
2. opt out of the countywide effort, submit separately, and link with the County plan within 1 year of FEMA countywide approval (there are additional steps necessary for filing separately – i.e. public involvement strategy)



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- 3. not participate in LHMP program in which case neither the jurisdiction nor residents would be eligible for pre or post-disaster mitigation dollars

Ms. Kelly stated that linkage procedures will be provided as an annex to the HMP, and will include easy guidelines to follow.

### Plan Adoption

Mr. Flaner then introduced the concept of adoption. He informed the group that they had two choices on how to proceed with adoption – batch adoption letters when submitting to CalOES and FEMA or not to batch. After an approval pending adoption (APA) is provided by FEMA, the official 5-year cycle for the HMP begins upon the submission of the first resolution. All jurisdictions must also adopt their plan within one year of that submission. After much discussion the group decided that batching was the best option, with some stipulations. Due to both the County’s and Pacifica’s pending grants, a time restraint should be included in the batch submission.

Tetra Tech will include language in the Adoption Section regarding batching resolutions for submission to CalOES and FEMA.

Mr. Flaner suggested to the group that each partner start queuing their council or adopting bodies now for the end of August. Ms. Kelly then informed the group, that Tetra Tech will be providing an “adoption packet” as an annex to simplify the adoption process for each participating partner.

### Plan Review

#### *Profiles*

Ms. Kelly apologized to the group for not having the completed Part 2 of the plan for them to review. She stated that Tetra Tech did not have the correct accessor’s data, which delayed the finalization of the risk assessment. She informed the SC that Part 2 will be completed by the end of the week and that the draft profiles will be disseminated to the group by Monday, May 9<sup>th</sup>. She then stated that due to the size of the files, this will be done via Dropbox. She asked the group, if everyone was familiar with Dropbox – everyone confirmed they were. Ms. Kelly then reviewed the section headers of the draft drought profile, and provided an overview of the information contained in each section. She opened the floor to questions regarding the profile outlines – no questions were asked.

Tetra Tech to disseminate, via Dropbox, Part 2 of the HMP by Monday May 9<sup>th</sup>.

SC to review Part 2 of the Plan and the Risk Ranking results and provide feedback by May 20<sup>th</sup>.

#### *Risk Ranking*



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Mr. Flaner then reviewed the risk ranking tool in detail so that the steering committee could have an understanding of how the results were calculated. Along with Part 2 of the Plan, the steering committee will have 2 weeks for review the findings of the risk ranking and provide feedback. All feedback on Part 2 of the Plan and risk ranking will be due on May 20.

### ***Mitigation Actions***

Ms. Kelly focused the group's attention to the Area-Wide Mitigation Actions and Implementation handout. She stated that mitigation actions on a county-wide scale are generally very broad in nature and can be applied to any jurisdiction within the county or can be a program the county oversees. She then turned the conversation over to Mr. Flaner to review the sample mitigation actions and lead the discussion. After the review of the sample actions, the group decided to keep all actions except example 6 and example 7. Tetra Tech will tailor the sample to fit more closely with San Mateo's needs.

### **Action Items for Next Meeting**

Action items identified for the next meeting include the following:

- Review Comments on Plan (Part 2)
- Review Section of the Plan (Part 3)
- Finalize the Plan