

## Steering Committee Meeting #4

May 24, 2021

2 - 4 PM PDT

*Virtual Conference Call Meeting via Zoom (see additional info at the end of the agenda)*  
<https://smcgov.zoom.us/j/96551239872?pwd=T3h1RUNkU3dCRW9YbDZtVGtieTh2QT09>

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*The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken as noted on the agenda and at the end of the meeting. This opportunity is non-transferrable, and speakers are limited to one two-minute (3) comment for each action item.*

### 1. Welcome and Announcements – 2:00 – 2:20 PM

Dan Belville, Director, San Mateo County OES and Rita Mancera, Executive Director,  
Puente: Co-Chairs of the Steering Committee

- a. Steering Committee Roll Call (See Attachment A: Steering Committee Roster)

*Roll Call: Steering Committee Members are asked to introduce themselves in alphabetical order and state their name, their title & organization*

- b. Agenda Review

- c. Steering Committee Meeting #3 Minutes (See Attachment B)

- i. Comments from Steering Committee Members
- ii. Action: Adopt Steering Committee Meeting Minutes

- d. Reminder: Preview Presentation on 2021 MJLHMP Hazard / Risk Assessment, June 10<sup>th</sup> at 4 pm for Steering Committee Members and Planning Partners

- i. June 10<sup>th</sup> Presentation is not mandatory
- ii. 2021 MJLHMP Hazard / Risk Assessment will be on the June 28<sup>th</sup> Steering Committee Agenda as well

### 2. Steering Committee Business – 2:20 – 3:00 PM

Dan Belville, Director, San Mateo County OES and Rita Mancera, Executive Director,  
Puente: Co-Chairs of the Steering Committee

- a. Report out on Results of Survey #1: People who live in San Mateo County (See Attachment C)

Jeana Wiser, Tetra Tech

- i. Comments from Steering Committee Members
- ii. Comments from Planning Partners
- iii. Comments from Public

- b. Report out on Results of Core Capabilities Exercise (See Attachment D)  
Rob Flaner, Tetra Tech
    - i. Comments from Steering Committee Members
    - ii. Comments from Planning Partners
    - iii. Comments from Public
3. **Planning Process – 3:00 – 3:20 PM**  
Bart Spencer, Tetra Tech, Inc.
- a. Information on Phase 1 and 2 Annex Activities
  - b. Information on Phase 3 Annex Activities
    - i. Phase 3 Assignments will be sent out on or before June 1 and are due by July 23
    - ii. Planning Partners are **REQUIRED** to attend one of the following Workshops
      - 1. Cities/Townships/County
        - a. Monday, June 14 from 1 to 3 pm **OR**
        - b. Wednesday, June 16 from 10 am to noon
      - 2. Special Districts
        - a. Tuesday, June 15 from 1 to 3 pm **OR**
        - b. Wednesday, June 16 from 1 to 3 pm
    - iii. Weekly (non-mandatory) Q&A Sessions with Tetra Tech will be held on the following Wednesdays at 1 pm: June 23, June 30, July 7, July 14 and July 21
4. **County Updates 3:20 – 3:50 PM (See Attachment E)**  
Hilary Papendick and Ann Ludwig, San Mateo County
- a. MJLHMP Schedule and County Approach to Mitigation Actions Development & Prioritization, including Social Equity in the Local Hazard Mitigation Plan
5. **Public Comment and Adjournment – 3:50 – 4:00 PM**  
*Opportunity for Public Comment*  
*Note that the public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.*  
*This opportunity is non-transferrable, and speakers are limited to one three-minute (3) comment each.*
6. **Adjourn – Dan Belville and Rita Mancera, Co-Chairs**

**Next Meeting will be on Monday, June 28, 2021 from 2 pm – 4 pm**

**Agenda Items for Next Steering Committee Meeting include:**

- a. Results of Hazards Risk Assessment
- b. Status Report on MJLHMP Maintenance Plan & Draft Mitigation Actions
- c. Status Report on the Jurisdictional Annex Process
- d. Status Report on Public Outreach

**Zoom Meeting Information**

Join Zoom Meeting

<https://smcgov.zoom.us/j/96551239872?pwd=T3h1RUNkU3dCRW9YbDZtVGtieTh2QT09>

Meeting ID: 965 5123 9872

Passcode: 120978

One tap mobile

+16699006833,,96551239872#,,,,\*120978# US (San Jose)

+12532158782,,96551239872#,,,,\*120978# US (Tacoma)

**Multijurisdictional Local Hazard Mitigation Plan**  
2021 Update



**Steering Committee Roster** (as of 3-4-2021)

Organization Name	Last	First	Title	Email	Phone	Organization Type	Geographic Representation	Area of Expertise
San Mateo County Office of Emergency Services	Belville	Dan	Director	<a href="mailto:dbelville@smcgov.org">dbelville@smcgov.org</a>		County	Countywide	Public Safety / Emergency Mgt.
MidPen Housing Corporation	Bielak	Andrew	Associate Director of Housing Development	<a href="mailto:abelak@midpen-housing.org">abelak@midpen-housing.org</a>	650.830.1360	Non-Profit	Countywide	Housing
CAL Fire San Mateo Division	Cosgrave	David	Division Chief	<a href="mailto:David.Cosgrave@fire.ca.gov">David.Cosgrave@fire.ca.gov</a>	650.740.7247	County	Countywide	Public Safety / Fire
City of Daly City	Gamez	John	Captain (Police Department)	<a href="mailto:jgamez@dalycity.org">jgamez@dalycity.org</a>	650.991.8180	City	North County	Public Safety / Police
San Mateo County Health System, Commission on Disabilities	Hall	Robert	President	<a href="mailto:rghall4@icloud.com">rghall4@icloud.com,</a>	650.867.5256	County Commission	Countywide	Disabled Community
City of Redwood City	Kyaw	Terence	Director Public Works Services Department	<a href="mailto:tkyaw@redwoodcity.org">tkyaw@redwoodcity.org</a>	650.780.7466	City	South County	Public Works
Puente	Mancera	Rita	Executive Director	<a href="mailto:RMancera@mypuente.org">RMancera@mypuente.org</a>		Non-Profit	South Coast (Pescadero/La Honda)	Vulnerable Communities
San Mateo County Community College District	Minkin	Ben'Zara	Emergency Manager	<a href="mailto:minkinb@smccd.edu">minkinb@smccd.edu</a>		Education	Countywide	Education / Emergency Mgt.
North Fair Oaks Community Alliance	Rodriguez	Ever	President	<a href="mailto:erodriguez@northfoca.org">erodriguez@northfoca.org</a>	650.996.3796	Non-Profit	South County (North Fair Oaks)	Vulnerable Communities
Climate Resilient Communities	Saena	Violet	Director	<a href="mailto:violet.saena@crc.acterra.org">violet.saena@crc.acterra.org</a>	408.990.6447	Non-Profit	Countywide	Vulnerable Communities
San Mateo County Public Health	Seara	Belen	Sr. Community Health Planner	<a href="mailto:bseara@smcgov.org">bseara@smcgov.org</a>	650-573-2319	County	Countywide	Public Health
SamTrans	Timbers	Amelia	Principal Planner Sustainability	<a href="mailto:TimbersA@samtrans.com">TimbersA@samtrans.com</a>	650-508-7713	Public Agency	Countywide	Transportation
Senior Coastsiders	Winter	Sandra	PhD, MHA, Executive Director	<a href="mailto:swinter@seniorcoastsiders.org">swinter@seniorcoastsiders.org</a>	650.726.9056	Non-Profit	Coast	Senior Citizens



## San Mateo County MJLHMP Steering Committee #2

<b>Date/Time of Meeting:</b>	Monday, March 22, 2021
<b>Location:</b>	Digital
<b>Subject:</b>	Steering Committee Meeting No. 2
<b>Project Name:</b>	San Mateo County Multi-Jurisdictional Local Hazard Mitigation Plan Update
<b>In Attendance</b>	<b>Steering Committee:</b> Dan Belville, Andrew Bielak, David Cosgrave, Lt. Ron Mussman (alt. for John Gamez), Robert Hall, Terence Kyaw, Rita Mancera, Ben'Zara Minkin, Ever Rodriguez, Violet Saena, Belen Seara, Amelia Timbers, Sandra Winter <b>Core Planning Team:</b> Ann Ludwig, Dan Belville, David Cosgrave, Hilary Papendick, Rumika Chaudhry, Carolyn Bloede, Joe LaClair, Rob Flaner, Bart Spencer, Jeana Gomez, Des Alexander <b>Guests:</b> Kasey Treadway, Rene Ramirez, Elizabeth Lam, Patrick Halleran, Barbara Dye, Tom Cuschieri, Hannah Doress, Jeff Norris, Chris Clements, Gage Schlice, Justin Moresco, Tanya Yurovsky, Robert Hall, Gary Ushiro, Brandon Stewart, Nicole MacDonald, Chuck Andrews, Isabel Pares, Mandy Brown, Paniz Amirnasiri, Suzanne Avila, Lynne Bramlett
<b>Not Present:</b>	John Gamez (alternate in attendance)
<b>Summary Prepared by:</b>	Des Alexander
<b>Quorum – Yes or No</b>	Yes

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### Welcome and Announcements

- Dan Belville welcomed all guests to the 2<sup>nd</sup> Steering Committee meeting at 2:03 PM. He asked steering committee members to introduce themselves and their titles, as well as what they have done or planned to do to promote the survey.
- Rita Mancera announced new way to address comments during the meeting. Moving forward, comments from the steering committee will be addressed first, followed by those from planning partners, and then from members of the public. Those who have comments are asked to raise their hands and the facilitator will address those comments in the order they see them.
- Dan discussed (non-mandatory) social equity workshop on April 7<sup>th</sup>. The county has a draft document they have developed that they will share with attendees and post to the website.
- No comments were made on the agenda.

### Steering Committee Business

- Steering Committee Meeting #1 Minutes
  - No comments on meeting minutes were made by committee
  - Motion to accept minutes made by Ben'Zara Minkin, seconded by Terence Kyaw
  - Minutes were accepted without dissent. Belen Seara abstained from vote as she had not attended Meeting #1.
- Addition to Ground Rules to include definition of a Quorum
  - No comments from steering committee members.





## San Mateo County MJLHMP Steering Committee #2

- Motion to accept the definition was made by Amelia Timbers, seconded by Sandra Winters. Motion was approved without dissent.

### Planning Process

- Discussion: Confirm Revisions to Principles & Goals from February 22<sup>nd</sup> Steering Committee Meeting and Review Objectives
  - Guiding Principles
    - Belen Seara asked that persons with disabilities also be addressed under the *Prioritize multi-benefit actions...* principle
    - No additional comments from planning partners or members of the public
  - Goals
    - No discussion from steering committee, planning partners, or members of the public
  - Objectives
    - Belen Seara suggested adding an objective about the establishment of core equity units. Ben'Zara Minkin also asked for a definition of equity.
    - Bart Spencer and Rob Flaner cautioned steering committee members that since this is not a response plan, objectives need to correspond to direct actions that will mitigate hazard risk.
    - Ever Rodriguez asked if it would be helpful to include helping local response or mitigation teams. Ann Ludwig says that #15 talks about capacity building, which can be bolstered to address equity concerns.
    - Andrew Bielak discussed overlap of objectives 9 & 10 and suggested combining those objectives. Rob Flaner agreed but also stated that new California requirements are the reason for the distinction.
    - Rob Flaner gave a "rule of thumb" that there should be no more than two objectives for each goal. The group then counted the goals and determined that we had less than two objectives for each goal.
    - Further discussion of objectives was tabled for the next meeting. Edits will occur offline between now and the next meeting.
    - Rob Flaner stated that there will be a glossary of terms in the plan that will define key terms. The Objectives do not need to be used to define terms.
- Phase 1 Annex
  - Discussion
    - There are 38 participating planning partners who received information. Bart displayed the summary sheet that shows the current phase 1 status of partners.
- Phase 2 Annex
  - Discussion
    - Planning partners will be issued phase 2 information by April 5<sup>th</sup>. Phase 2 annexes will assess partners' core capabilities and planning powers (plans, ordinances, etc.).
    - Rita Mancera asked which annex will cover rural areas. Bart Spencer stated that the county annex covers all unincorporated areas.
  - Public Comment
    - Lynne Bramlett asked that the process be made more public so that others are better able to engage the process. Bart stated that committee members can





## San Mateo County MJLHMP Steering Committee #2

Speak with individual jurisdictions on their planning processes and that public engagement will take place within the process of this plan.

### Hazards of Concern

- Discussion
  - Rob Flaner discussed comments on hazards which had previously been provided at the February 22<sup>nd</sup> meeting. He outlined how each hazard will be assessed in the plan and which kinds of hazards are consistent with FEMA's mission vs. those consistent with the EPA's mission.
  - Rob Flaner discussed the 9 natural hazards that will be assessed, as well as the human-caused and technological hazards that will get profiled but not assessed.
  - No additional comments made by committee, planning partners, or the public.
- Action
  - Ben'Zara Minkin moved to approve hazards, seconded by Rita Mancera. Motion was approved without dissent.

### Critical Infrastructure Definition for 2021 Update

- Discussion
  - Rob Flaner discussed the 2016 plan definition of critical facilities, as well as the asset groups in which the facilities were grouped. He then introduced the 2021 guidance from FEMA. Given FEMA's new emphasis on *community lifelines* for grant funding, the 2021 guidance is based upon this construct. The 7 categories of lifelines were shown to the group.
  - Belen Seara asked how education assets (schools, childcare, etc.) will fit into the lifeline construct. Rob Flaner answered that education is not its own category, but would fall under the food, water, and shelter category (as a shelter). He stated that the construct recognizes education facilities as sheltering locations, but not for their everyday use.
  - Steering Committee and planning partner comments supported moving to the new lifelines construct, citing the increased likelihood of obtaining FEMA grant funding by adopting lifeline construct.
- Action
  - Robert Hall moved to approve the critical infrastructure item, seconded by Violet Saena. Motion was approved without dissent.

### Public Outreach

- Public workshop 1 on March 25<sup>th</sup> from 4 – 5:30 PM was announced
  - Jeana Gomez asked that those who will attend to RSVP and stated that ADA and language translation services were offered to the public.
  - Jeana Gomez explained that the workshop will be organized to share a draft version of the StoryMap with the public. The StoryMap will become a centralized location for all hazard information.
- Preview of StoryMap
  - Jeana Gomez provided an overview of current content and explained that the tool that can be built upon by the county over time and can be accessed by members of the public.





## San Mateo County MJLHMP Steering Committee #2

- She explained that additional data and public engagement information (i.e. surveys) can be added by the county to make the StoryMap more robust.
- Rob Flaner answered a question regarding how the StoryMap differs from a CalOES geospatial site. He explained that the StoryMap will have San Mateo County-specific information
- Survey update
  - Jeana Gomez and Ann Ludwig provided an update regarding the survey. In its first week of release there were 249 responses (counted prior to meeting). Several planning partners have shared the survey with their constituents already, but everyone was encouraged to do so. The goal is 1000 minimum responses.

### Steering Committee Comments

- *Violet Saena asked if the workshops and other public outreach efforts will just provide information, or will they seek to gain public input.*
  - Rob Flaner said that public input is desired, but given the limitations of COVID, the digital space does not provide the same level of discussion as an in-person meeting. All meetings are meant to be interactive and tools like the StoryMap are meant to get public comment on county-specific information.
  - Jeana Wisner said she is keeping the presentation part of the public meeting to 30 minutes, leaving a lot of time for public questions and comments
- *Belen Seara asked if Tetra Tech will provide information on who is responding to surveys to make sure all communities are represented and participating.*
  - Jeana Gomez said that we will obtain some information on who is taking the survey to identify gaps. The survey is scheduled to run through April 30<sup>th</sup>, but she can run through responses to obtain information on respondents, which will be passed on to the appropriate planning partners.
  - Hilary Papendick said the Office of Sustainability has been engaging different stakeholders and that they will track who is responding and where they are coming from. Rita Mancera suggested using zip codes.
- *Will the StoryMap be available in multiple languages?*
  - Jeana Gomez said that the County's website recognizes Google Translate, but the StoryMap does not and will, therefore, not be available in multiple languages.

### Planning Partner Comments

- No final comments were made by attending planning partners.

### Public Comment and Adjournment

- No final comments made by members of the public
- Meeting was adjourned at 3:50 (15:50) PM



**MJLHMP PROJECT SCHEDULE  
MAY – AUGUST 2021**

Schedule is current as of May 12<sup>th</sup> and will be updated as events continue to be scheduled. **County-wide and County Unincorporated Activities, including Social Equity Lens Activities, are show on this calendar in red to differentiate between County specific actions and the MJLHMP Overall Schedule.**

<b>DATES</b>	<b>ACTIVITY</b>	<b>PARTICIPANTS/ TARGET AUDIENCE</b>
<b>May 3 – 14</b>	County & Planning Partners Final Outreach for Survey #1	Public
<b>May 6 2 – 3 pm</b>	Social Equity in the LHMP Workshop #2	Steering Committee & Planning Partners
<b>May 10, evening</b>	BACHAC Monthly Meeting #2: Presentation on LHMP	Public
<b>May 10, evening</b>	Presentation to SAM Board (County staff participating)	Public
<b>May 13, evening</b>	Senior Coastsiders Evergreen Seniors Event: Presentation on LHMP with panelists	Public
<b>May 11 – May 21</b>	<b>County Internal Plan Meeting #6 on May 11 Requesting the following information by Friday, May 21:</b> <b>1. Comments / Proposed language changes for Mitigation Actions from 2016</b> <b>2. Any new Mitigation Actions proposed by Team Members</b>	<b>County Internal Plan Team</b>
<b>May 15</b>	Survey #1 for Community Members Closes	Public
<b>Mid-May</b>	BACHAC Monthly Meeting #2: Presentation on LHMP	Public
<b>May 18 2 – 3 pm</b>	Sediment for Survival: A Strategy for the Resilience of Bay Wetlands in the Lower San Francisco Estuary, presentation by the San Francisco Estuary Institute	Steering Committee & Planning Partners
<b>May – mid June</b>	CBO Led Focus Groups seeking input on Mitigation Actions	Vulnerable Communities
<b>May 21</b>	Phase 2 Assignments due from Planning Partners, including confirmation if organization wants to apply the social equity lens in their LHMP	Planning Partners

<b>May 24, 2021 2 – 4 pm</b>	Steering Committee Meeting #4	Steering Committee, Planning Partners & Public
<b>May 24 – June 27</b>	Survey #2 to Community Residents seeking input on Mitigation Actions	Public
<b>May 25</b>	<b>Review of Social Equity Prioritization Definitions with CPT &amp; Tetra Tech, with distribution for Steering Committee and Planning Partner comments to follow</b>	
<b>May 26</b>	<b>County Internal Plan Meeting #7 1. Review of proposed new Mitigation Actions 2. Review of Maintenance Plan for MJLHMP</b>	<b>County Internal Plan Team</b>
<b>By June 1</b>	Phase 3 Assignments sent to Planning Partners	Planning Partners
<b>June 9</b>	<b>County Internal Plan Meeting #8 1. Review of final draft of 2016 and new Mitigation Actions 2. Preview of Prioritization Process using Example Mitigations with “homework” assignment to prioritize remaining mitigations (due on June 18<sup>th</sup>)</b>	<b>County Internal Plan Team</b>
<b>June 10, 1 – 2 pm</b>	2021 MJLHMP Hazards/Risk Assessment Presentation by Tetra Tech	Steering Committee & Planning Partners (Not Mandatory)
<b>June 14, 1 – 3 pm and June 16, 10 am - noon</b>	Mandatory Workshops for Cities/Townships/County At least one Partner representative must attend one of the two workshops	Planning Partners
<b>June 15, 1 – 3 pm and June 16, 1- 3 pm</b>	Mandatory Workshops for Special Districts At least one Partner representative must attend one of the two workshops	Planning Partners
<b>June 23 and 30 and July 7, 14 and 21 All sessions run from 1 – 2 pm</b>	Weekly Q&A Sessions with Tetra Tech and Planning Partners via Teams Meeting	Planning Partners
<b>June 23</b>	<b>County Internal Meeting #9 Review of Prioritized Mitigations</b>	<b>County Internal Plan Team</b>

<b>June 28 2 – 4 pm</b>	Steering Committee Meeting #5 Topics to include: <b>1. Update on County Mitigation Actions &amp; Prioritization, including Social Equity Lens</b> <b>2. Maintenance Plan for MJLHMP</b>	Steering Committee, Planning Partners & Public
<b>July 7</b>	<b>County Internal Meeting #10 Review of Final Draft of Phase 3 Assignment</b>	<b>County Internal Plan Team</b>
<b>July 13</b>	Presentation to the Menlo Park City Council on the LHMP (County staff participating)	Public
<b>July 21</b>	<b>County Internal Meeting #11 If needed, wrap up of any remaining Phase 3 Assignment Items</b>	<b>County Internal Plan Team</b>
<b>July 23</b>	Phase 3 Assignments due from Planning Partners	Planning Partners
<b>July 26 2- 4 pm</b>	Steering Committee Meeting #6	Steering Committee, Planning Partners & Public
<b>August 5</b>	Release DRAFT MJLHMP for Public Comment	Public
<b>August 12 4 – 6 pm</b>	Public Workshop #2: Review of DRAFT MJLHMP	Steering Committee, Planning Partners & Public
<b>August 23</b>	End of Public Comment period	Public
<b>No later than August 31</b>	Submit MHLHMP to Cal OES/FEMA for concurrent Review	County/Tetra Tech
<b>September – November (estimated)</b>	<i>Review by Cal OES/FEMA</i>	
<b>December (estimated)</b>	<i>County Board approval of the MJLHMP</i>	