

Midcoast Community Council

An elected Municipal Advisory Council to the San Mateo County Board of Supervisors

P.O. Box 248, Moss Beach, CA 94038 www.MidcoastCommunityCouncil.org

Laura Stein . Lisa Ketcham . Bob Kline . Bill Kehoe . Len Erickson . Dan Haggerty

Approved Minutes: Annual Retreat on January 26, 2013, at GSD

Call to Order. 9:00 AM

Present: all 6 councilmembers

Government: Supervisor Horsley, Nicholas Calderón, County Counsel Lee Thompson until 10:45

2 members of the public

1. Public Comment - none

Request to re-order agenda by Len: motion failed 3-2-1 with Laura & Lisa opposed, Dan abstaining.

2. Supervisor Don Horsley - discussion of Don's 2013 priorities for the Midcoast:

Hwy 1 Congestion Management TA Planning Grant (crossings, left-turns, medians) – multi-year planning effort – focus on public process – joint County/MCC public meeting & outreach planning team.

Parallel Trail – Transportation Authority's Measure A Grant application in Feb.– MCC determine top priority segment (at next meeting)

Safe Routes to School grant for trail to serve Farallone View School students (Moss Beach to Montara)

Transportation Management Plan in accordance with LCP – applying for CalTrans grant, HMB on board with support letter, study won't include Pacifica.

Princeton Community Plan – RFP consultant interviews last week in Feb, MCC rep on interview team

Midcoast Parking Study – per Hwy 1 Action Plan – GGNRA & County ready to move forward, will hold meeting soon (MCC included), also trying to get State Parks & CalTrans.

3. Brown Act seminar by County Counsel (10:00)

4. Government Meeting & Task Assignments (10:45)

a. Review list of government meetings whose actions may impact the Midcoast

b. Review boards/committees with MCC representation

c. Assign MCC routine in-house tasks

See supplemental doc for #4.

5. Policies/Procedures (11:20)

Treasurer Procedures – Lisa submitted proposed Treasurer Procedures for Council consideration drawing on requirements in 10/9/12 letter from County Manager, and budget categories suggested by Len (see supporting document Item 5).

Action Item: Bill wanted to make some modifications in the Treasurer Procedures and will bring the revised proposal to the Council at next meeting.

Current status of 2012-2013 MCC allocation is: Laura, as Chair, has signed County Manager letter and \$3,000 check has been received for current fiscal year. Council discussed how to avoid co-mingling County allocation with legacy MCC donation funds of approximately \$250 in checking account.

Motion to remove all legacy funds from existing MCC checking account to use for petty cash, which the Treasurer will manage with separate accounting spreadsheet. County \$3,000 annual disbursement to MCC will be deposited into existing account and managed according to MCC Treasurer Procedures. Motion passed 6-0.

Public notice for MCC Ad-hoc committees shall be minimum 72 hrs in advance of meeting, posted on website and emailed to MCC Agenda List. Approved 5-0-1 (Dan abstain)

Teleconference meetings – Len suggested this would be useful for councilmembers attending county committee meetings in RWC, such as MCC reps meeting with Nicholas & Steve planning public

outreach/meetings. It was agreed this could be used in lieu of face-to-face meetings if councilmembers chose, but no written policy was needed.

MCC letter drafts – Dan expressed concern about Nicholas drafting MCC letters of support for grant applications. It was pointed out that these were only drafts to get us started on the letter-writing process, which is helpful for a council with no staff.

Lunch Break 12:15

6. Public outreach (12:40) Methods to expand or improve meeting turnout, website audience, email agenda list, public awareness of issues, public feedback, and councilmember recruitment. Kendall Flint, principal of PR firm in HMB, recommended against adding public comment capability to MCC website – better left to Facebook, etc. Suggested emphasize email outreach - mailers are expensive. Also helpful to make presentations at local agencies/organizations/clubs to raise awareness of MCC.

Shortened discussion with no action items due to meeting running late.

7. MCC Annual Budget - tabled for lack of time

8. 2013 Work Plan/Priorities (1:05)

Review 12/31/2012 final draft 2012 Project List status and select MCC priorities and councilmember sponsors for 2013. (supporting doc)

Chair asked Bill to manage/coordinate LWV Fire Board Candidates Forum on or about March 13 to coincide with mailing of ballots.

Adjournment (2:00 PM)

See Attachments for

#4, Government Meetings & Task Assignments (page 3 following)

#5, proposed Treasurer Procedures (page 4 following)

#8, 2013 Work Plan/Priorities (separate spreadsheet)

Item #4: 2013 MCC Government Meetings & Task Assignments

Supplemental to the Minutes of 1/26/13 MCC Special Meeting (Annual Retreat)

Government bodies whose actions may impact the Midcoast & councilmembers who will monitor agendas, possibly attend meetings & report to council. This list is not intended to imply that all meetings need to be covered, but to give all councilmembers an idea of which meetings are being monitored, by whom and which are not being monitored.

Board of SupervisorsLisa,
Planning CommissionLisa,
Zoning Hearing Officer Lisa,
Coastside Fire Protection DistrictBill, Bob, Dan
Montara Water & Sanitary District (MWSD)Bill, Lisa
Granada Sanitary District (GSD)
Coastside County Water District (CCWD)
Cabrillo Unified School District (CUSD)
Harbor District Lisa, Bill, Dan
HMB City Council
C/CAG
C/CAG - BPAC
C/CAG - ALUC Bill
LAFCo

Non-regulatory Boards/Committees

Hwy 1 public meeting & outreach planning team.....Laura, Lisa, Dan (members)
Devil's Slide Coastal Access Task ForceBill & Lisa (attend)
Coastside Design Review CommitteeLaura (monitor)
HMB Airport ALUCP Project Advisory Team Lisa (member)
Princeton Planning Update RFP interview team..... Lisa (member)
FMR ASBS Pollution Reduction Program TAC Lisa (attend)
Resource Conservation District (RCD) Lisa monitor agendas
Coastside Transportation CommitteeLaura, (alt. Len) (attend)
Emergency Planning Bill

Other Assignments

Planning Application early referrals.....Lisa, Laura (review for need to comment)

Routine in-house task Assignments

- PO mail pickup - Lisa
- Post meeting notices –Bill, Dan at PO's; Bill online HMB Rev & Patch; Lisa website, FB)
- GSD meeting room open/close – Laura/Lisa – (everyone help put room back in order)
- Projector/screen transport/setup – Len/Dan
- Printed material for meetings – item sponsors provide minimum 1 copy (for binder)

Item #5 Treasurer Procedures - proposal

- Annual appropriation (\$3,000) from County is to be placed in a separate bank account, not mingled with other funds. Access to funds will be limited to MCC Chair and Treasurer, with 2 signatures required on checks.
- Funds are to be spent for lawful MCC purpose and accounted for in the following categories:
 - Information & Records (website, PO Box, copier rental, office supplies, research expenses)
 - Meetings (fees for special venues, meeting food/supplies, special meeting equipment rental, etc.)
 - Public outreach (fliers/brochures, mailing, business cards)
 - Capital purchases (screen, projector, audio equipment, etc)
- Bank account register will be maintained as spreadsheet with categories & running account balance, embedded on website for ongoing up-to-date Treasurer Report available to everyone.
- In July each year the accounting spreadsheet will be submitted as fiscal year-end report to County Manager with supporting original receipts and reconciled bank statements.
- Councilmembers will submit original expense receipts to Treasurer for reimbursement in a timely manner, preferably on a monthly basis, so that up-to-date records are maintained.