



**San Mateo County Flood & Sea Level Rise  
Resiliency District  
BOARD OF DIRECTORS**

**County Supervisors:**

At-Large Lisa Gauthier – Vice Chair  
District 3 Ray Mueller

**City Representatives:**

Coast Debbie Ruddock – Chair  
North Donna Colson  
Central Adam Rak  
South Kaia Eakin  
At-Large Marie Chuang

**HYBRID MEETING: IN-PERSON AND BY VIDEOCONFERENCE**

This meeting will be held **in-person on the first floor of 1700 S. El Camino Real in San Mateo, and remotely** for public participation. Participants attending the meeting remotely via Zoom should click on the following link:

<https://oneshoreline-org.zoom.us/j/87173272383>

or call 669-444-9171 (Meeting ID# 871 7327 2383)

## **AGENDA**

**June 22, 2026**

**4:00 PM**

**1. Roll Call**

**2. Public Comment** Persons wishing to address the Board on OneShoreline-related matters not on this Agenda, as well as items listed under Action to Approve the Consent Agenda, may speak for up to two minutes; comments on Agenda items shall be heard during that item for up to two minutes.

**3. Action to Set the Agenda and Approve the Consent Agenda**

A. Approve the Minutes of the May 18, 2026 OneShoreline Board meeting

**4. Regular Business**

- A. For Fiscal Year 2026-27 beginning on July 1, 2026, approve a OneShoreline Workplan for its 2024 Measure K Grant from San Mateo County and OneShoreline’s Operating Budget, Flood Zones Budget, and Capital Projects Budget
- B. Authorize the CEO to execute a 3-year agreement beginning July 1, 2026 for a not-to-exceed amount of \$230,885 with Macias Gini & O’Connell, LLP for financial auditing services for Fiscal Years (FY) 2025-26, 2026-27, and 2027-28, with an option to extend the agreement to include auditing of FY 2028-29 for an additional \$84,235
- C. Adopt Resolution No. 2026-06-22-A to accept a \$962,500 grant from the San Francisco Bay Restoration Authority for the planning and design of the Brisbane Living Shoreline Project
- D. Authorize the CEO to execute 4-year Master Service Agreement beginning July 1, 2026 for a not-to-exceed amount of \$675,000 with Moffatt & Nichol for Brisbane Shoreline Resilience Planning with task orders to complete the Brisbane Shoreline Resilience Plan and to conduct planning and design of the Brisbane Living Shoreline Project
- E. Authorize the CEO to execute Task Order Number 1 to the Master Service Agreement for Brisbane Shoreline Resilience Planning to complete the Brisbane Shoreline Resilience Plan for a not-to-exceed amount of \$476,000
- F. Adopt Resolution 2026-06-22-B adopting FY 2026-27 Water Pollution Control Service Charges Reports for Flood Zone One – Countywide and adopt Resolution 2026-06-22-C adopting FY 2026–27 Water Pollution Control Service Charges Reports for Flood Zone Two – City of Pacifica, and direct the CEO to negotiate and enter into any appropriate related agreement with the City/County Association of Governments of San Mateo County

**5. Chair’s Report \***

**6. CEO’s Report \***

**7. Board Member Reports and Items for a Future Agenda \***

**8. Adjournment**

\* There is no written staff report for this item

**Meeting information, and public access and communications**

- Verbal public comments will be accepted during the meeting in person or remotely. Remote comments can be submitted at the appropriate time by raising your hand via Zoom’s “raise hand” function, or speaking if joining by phone. Written public comments can be submitted by email to [board@OneShoreline.org](mailto:board@OneShoreline.org) by noon on the meeting day – indicate the agenda item to which your comment applies and it will be read or summarized at the meeting by the Board Clerk.
- If you require assistance to participate in the meeting or wish to submit written communication to all Board Members regarding the meeting, please contact the Clerk of the Board by 9:00 am on the day of the meeting.
- Public records relating to an open session item on the agenda are available at least 72 hours prior to a Regular Board meeting or at least 24 hours prior to a Special Board meeting, when these records are distributed to Board members. Public records are available at the OneShoreline office at 1700 South El Camino Real, Suite 502, San Mateo, CA 94402 and at [OneShoreline.org](http://OneShoreline.org). To receive these documents electronically, please email [board@OneShoreline.org](mailto:board@OneShoreline.org).

**SAN MATEO COUNTY**  
**FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT (ONESHORELINE)**  
**Board of Directors Meeting Held in Person and Remotely via Zoom**  
**May 18, 2026**  
**DRAFT – MINUTES**

**1. Roll Call**

Chair Ruddock called the meeting to order at 4:02 p.m. in person and via Zoom video conference software. Acting Clerk of the Board, Stephanie Lau, took the roll call.

**Directors Present:**

Debbie Ruddock, Representing Coast (Chair)  
Lisa Gauthier, Representing the County Board of Supervisors, At-Large (Vice Chair)  
Donna Colson, Representing Northern San Mateo County Cities  
Adam Rak, Representing Central San Mateo County Cities (*joined at 4:19 p.m.*)  
Ray Mueller, Representing the County Board of Supervisors, District 3 (*joined at 4:31 p.m.*)  
Marie Chuang, Representing At-Large

**Director(s) Absent:**

Kaia Eakin, Representing Southern San Mateo County Cities

**Staff Present:**

Len Materman, Chief Executive Officer  
Brian Kulich, Esq., Legal Counsel  
Lucy Dong, Director of Finance and Administration  
Summer Bundy, Director of Project Management  
Johnathan Perisho, Project Manager  
Clare Keating, Project Manager (*joined remotely*)  
Kevin Murray, Infrastructure Project Manager  
Stephanie Lau, Consulting Grant and Communications Advisor and Acting Clerk of the Board

**2. Public Comment**

Public Speaker(s): Ann Schneider of Millbrae

**3. Action to Set the Agenda and Approve the Consent Agenda**

A. Approve the Minutes of the April 27, 2026 OneShoreline Board meeting

Motion made by Vice Chair Gauthier and seconded by Director Colson to set the agenda and approve the consent agenda:

Ayes: Chuang, Colson, Gauthier

Abstained: Ruddock

Noes: None

Absent: Eakin, Mueller, Rak

Vote: 3-1-0-3

Chair Ruddock asked to postpone action on Item 3A until other Directors joined the meeting. The second vote took place after the Regular Business Agenda.

The Board re-took the vote for approval of the April 27, 2026 minutes after additional Directors joined the meeting.

Motion made by Director Colson and seconded by Director Rak to approve the April 27, 2026 minutes:

Ayes: Chuang, Colson, Gauthier, Mueller, Rak

Abstained: Ruddock

Noes: None

Absent: Eakin

Vote: 5-1-0-1

#### **4. Regular Business**

- A. Authorize the CEO to execute a 3-year agreement for a not-to-exceed amount of \$400,000 with Haley & Aldrich for engineering services and management of infrastructure maintenance

Len Materman spoke on this item.

Public Speaker(s): None

Motion made by Director Chuang and seconded by Vice Chair Gauthier to approve this item:

Ayes: Chuang, Colson, Gauthier, Ruddock

Noes: None

Absent: Eakin, Mueller, Rak

Vote: 4-0-3

- B. Authorize the CEO to execute a 3-year agreement for a not-to-exceed amount of \$200,000 with H.T. Harvey & Associates for environmental compliance services for maintenance and construction activities

Len Materman and Kevin Murray spoke on this item. Chair Ruddock also spoke on this item.

Public Speaker(s): None

Motion made by Vice Chair Gauthier and seconded by Director Colson to approve this item:

Ayes: Chuang, Colson, Gauthier, Ruddock

Noes: None

Absent: Eakin, Mueller, Rak

Vote: 4-0-3

- C. Discuss the status of the Fiscal Year 2025-26 Budgets for Operations, Flood Zones, and Capital Projects and the Fiscal Year 2025-26 Measure K grant Workplan

Director Rak joined the meeting in person at 4:19 p.m.

Director Mueller joined the meeting in person at 4:31 p.m.

Len Materman and Johnathan Perisho spoke on this item. Vice Chair Gauthier, Director Colson, and Director Chuang also spoke on this item.

Public Speaker(s): Ann Schneider of Millbrae

- D. Discuss the Fiscal Year 2026-27 Budgets for Operations, Flood Zones, and Capital Projects and Fiscal Year 2026-27 Measure K grant Workplan that are to be presented to the Board for approval on June 22, 2026

Len Materman and Lucy Dong spoke on this item. Director Colson, Director Rak, Vice Chair Gauthier, and Chair Ruddock also spoke on this item.

Public Speaker(s): None

## **5. Chair's Report**

None.

Public Speaker(s): None

## **6. CEO's Report**

Len Materman, Summer Bundy, and Johnathan Perisho spoke on the following items:

- San Mateo County's 2026 Multijurisdictional Local Hazard Mitigation Plan (LHMP)
- Update on Colma Creek Flood Zone Projects and Maintenance Activities

Vice Chair Gauthier also spoke on this topic.

Public Speaker(s): Ann Schneider of Millbrae

## **7. Board Member Reports and Items for a Future Agenda**

None.

Public Speaker(s): None

## **8. Adjournment**

The meeting was adjourned at 5:06 p.m.

**San Mateo County Flood and Sea Level Rise Resiliency District  
Agenda Report**

**Date:** June 22, 2026  
**To:** San Mateo County Flood and Sea Level Rise Resiliency District Board of Directors  
**From:** Len Materman, Chief Executive Officer (“CEO”)  
**Subject:** For Fiscal Year 2026-27 beginning on July 1, 2026, approve a OneShoreline Workplan for its 2024 Measure K Grant from San Mateo County and approve OneShoreline’s Operating Budget, Flood Zones Budget, and Capital Projects Budget

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**Recommendation**

That the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) Board of Directors (“Board”) approve the Draft Fiscal Year 2026-27 Operating Budget, Flood Zones Budget, and Capital Projects Budget (collectively referred to as the “budgets”), and approve the Fiscal Year (“FY”) 2026-27 OneShoreline Workplan for its November 2024 Measure K Grant from San Mateo County.

**Background and Discussion**

At the last Board meeting on May 18, 2026, staff discussed the status of OneShoreline’s current fiscal year (FY2025-26) budgets and high-level drafts of the upcoming fiscal year (FY2026-27) budgets in order to lay the groundwork for Board consideration and approval of the FY2026-27 budgets for the twelve months beginning July 1, 2026. Also at the Board meeting on May 18, staff discussed the status of OneShoreline activities included in its FY2025-26 Workplan, the annual approval of which is a condition of a three-year Measure K grant received by OneShoreline in November 2024. At this Board meeting, staff will discuss and seek Board approval of the proposed FY2026-27 Workplan and budgets, all of which are attached to this Agenda Report on the pages that follow.

Operating Budget: In its first three years (2020, 2021, and 2022), OneShoreline received operating revenue from all twenty cities within San Mateo County, matched by the County itself. These funds, plus grant funds from local, state, and federal sources and investment income, combined with operating efficiencies, enable OneShoreline to sustain operations since that time and through this decade while we seek a stable source of funds to operate and advance projects countywide (OneShoreline does receive property taxes from about 10% of the area of this county but those funds can only be used in that 10% for specific purposes). Thus, general operating support is very important, which is why OneShoreline requested additional funding from San Mateo County and the cities – in November 2024, the County committed to three years of funding through a Measure K grant and this past year, half of the cities provided additional general funding.

To close out the discussion of OneShoreline’s FY2025-26 Operating Budget begun at the May 18 Board meeting, a few of that Budget’s highlights this year include: hiring two project management staff who are largely funded by the Flood Zones and Capital Projects, developing the Administrative Draft of OneShoreline’s Public Infrastructure Guidance, completing multi-year permits to remove debris and maintain flood-prone sections of four Bayside creeks, exploring long-term funding for operations and projects, and an initiative to connect home protection with increased access to affordable insurance. The estimated Operating reserves at the end of FY2025-26 equal just over \$6 million. At this Board meeting, we will discuss and consider approval of the FY2026-27 Measure K grant Workplan, which is attached to this Agenda Report at Attachment 1, and the FY2026-27 Operating Budget, which is Attachment 2.

Flood Zones Budget: The proposed FY2026-27 Flood Zones Budget (Attachment 3 to this Agenda Report) lists the revenues and expenses of the three active flood zones within the jurisdiction of nine cities and unincorporated County areas from which OneShoreline receives funding. These include the Colma Creek Flood Zone, San Bruno Creek Flood Zone, and San Francisquito Creek Flood Zone.

Within the Colma Creek Flood Zone, OneShoreline inherited relatively substantial funding, substantial debt (that we paid off at the beginning of this FY), and ownership of significant aging in-channel infrastructure. OneShoreline expenses in the Colma Creek Flood Zone are focused on project planning and design, both watershed wide and with a focus on areas where the infrastructure and flooding pose the most risk, and for maintenance of the channel. Within the San Bruno Flood Zone, where OneShoreline inherited ownership of two 1960s-era pump stations and a 1948 tide gate, the largest expense relates to a resilience project for the flood-prone Belle Air neighborhood, with a smaller expense related to the expansion of the Household Flood Protection Supplies pilot project begun last winter. In the San Francisquito Creek Flood Zone, the largest expense is our annual contribution as a member of the San Francisquito Creek Joint Powers Authority, as well as almost \$50,000 to establish a Household Flood Protection Supplies program in a flood prone neighborhood in East Palo Alto. Activities in all three Flood Zones were discussed at recent Board meetings and will be summarized at this Board meeting.

Capital Projects Budget: For the proposed FY2026-27 Capital Projects Budget (Attachment 4 to this Agenda Report), OneShoreline would continue the three capital projects from the prior FY: maintenance and operations of the Bayfront Canal and Atherton Channel Flood Protection and Ecosystem Restoration Project constructed by OneShoreline in 2022; outreach, conceptual design and CEQA compliance for the Millbrae and Burlingame Shoreline Resilience Project; and the expansion and maintenance of the Flood Early Warning System Project. The upcoming FY2026-27 will see the addition of the Brisbane Living Shoreline Project, with planning and design activities next year funded by the San Francisco Bay Restoration Authority (and the subject of Items 4C and 4D on today's meeting Agenda). If other efforts arise requiring funding in FY2026-27 that may lead to future OneShoreline construction and ownership of capital assets, staff will propose an amendment to the Capital Projects Budget.

**Impact on OneShoreline Resources:** None

**Attachments:**

- Attachment 1 – Draft FY2026-27 Workplan for the November 2024 Measure K Grant from San Mateo County
- Attachment 2 – Draft FY2026-27 Operating Budget
- Attachment 3 – Draft FY2026-27 Flood Zones Budget
- Attachment 4 – Draft FY2026-27 Capital Projects Budget



**DRAFT**

**Fiscal Year 2026-27 Workplan for a November 2024 Measure K Grant from San Mateo County**

The San Mateo County Flood and Sea Level Rise Resiliency District, also known as OneShoreline, was created by state law (AB 825, 2019) to plan for and protect against the water-related impacts of climate change – including sea level rise, atmospheric rivers, coastal erosion, and drought – throughout the county. To support this mission, in November 2024, the County of San Mateo (“County”) and OneShoreline entered into a three-year Agreement whereby the County would provide funds from Measure K for the broad tasks described below.

Under the Agreement, for each of these categories of tasks, OneShoreline is to prepare annual fiscal year workplans that define the objectives, scope, deliverables, and project partners. The workplans are to be approved by the OneShoreline Board when it approves annual budgets prior to the July 1 start of each fiscal year. Twice per fiscal year, OneShoreline is to invoice the County and include a brief report describing its activities to meet the objectives of each task.

**Task 1: Land Use and Project Planning for Future Climate-driven Conditions**

Objective: To ensure that private developments and public infrastructure can function for their intended lifespan and contribute to regional resilience, OneShoreline will advance climate resilience and future conditions thinking into land use documents and approvals of projects, including key community assets such as roads, stormwater and wastewater/water recycling systems, parks, marinas, and utilities.

Title/Scope of Work	Partners	Deliverables
<p><b>RESILIENT LAND USE SUPPORT</b> Review and comment on draft city and County land use documents and development proposals, and support implementation of land use documents</p>	<p>Local jurisdictions proposing land use updates and considering development proposals</p>	<ul style="list-style-type: none"> <li>• Comment on city and county land use documents and development proposals</li> <li>• Plan Princeton: comment on Admin. Draft &amp; provide grant support</li> </ul>
<p><b>INFRASTRUCTURE GUIDANCE</b> Complete Public Infrastructure Guidance Phase 1 (stormwater, wastewater/water recycling, and roads)  Initiate Phase 2 (utilities, marinas, parks/open space)</p>	<p><u>Phase 1:</u> County, multiple cities, C/CAG, Caltrans, San Mateo RCD, SV Clean Water, Bay Area Clean Water Agencies  <u>Phase 2:</u> County Parks, Harbor District, Port of RWC, City of Brisbane, MROSD, PG&amp;E, mobile phone carriers, Cal Water</p>	<ul style="list-style-type: none"> <li>• <u>Phase 1:</u> Public Draft and Final Guidance for Resilient Public Infrastructure</li> <li>• <u>Phase 2:</u> RFP and consultant contract</li> </ul>
<p><b>INSURABILITY</b> Advance 1-2 pilot projects to increase insurability of homes with elevated flooding and wildfire risks (consult County if a pilot is near a County Park)</p>	<p>NGO Insurance for Good, insurance companies, local communities</p>	<ul style="list-style-type: none"> <li>• Outreach materials to residents</li> <li>• Documentation of progress on OneShoreline's website</li> </ul>
<p><b>LOCAL HAZARD MITIGATION PLAN</b> Support LHMP update and OneShoreline’s LHMP Annex</p>	<p>County and all participating cities</p>	<ul style="list-style-type: none"> <li>• Responses to public and FEMA comments</li> <li>• Track LHMP implementation actions and grant opportunities</li> </ul>

## Task 2: Advance Multi-Jurisdictional Climate Resilience Projects

**Objective:** Collaborate with jurisdictions to advance and align the planning, funding, design, and permitting of projects that incorporate climate resilience for developed, natural, and recreational areas across jurisdictions.

Title/Scope of Work	Partners	Deliverables
<b>SHORELINE PLANS</b> Brisbane Shoreline Resilience Plan and San Mateo County Southern Bayside Cities Shoreline Resilience Plan, compliant with BCDC standards	Brisbane, San Francisco, South San Francisco, Caltrans, East Palo Alto, Menlo Park, Redwood City, San Carlos, Belmont, County (Public Works & San Carlos Airport)	<ul style="list-style-type: none"> <li>• Consultant contracts</li> <li>• Community engagement plans</li> <li>• Draft chapters</li> </ul>
<b>PROJECT DESIGN AND CEQA</b> Millbrae and Burlingame Shoreline Resilience Project	Millbrae, Burlingame, SFO, property owners, Chamber of Commerce, environmental CBO/NGOs	<ul style="list-style-type: none"> <li>• Public Draft EIR</li> <li>• Final EIR</li> </ul>
<b>BAYSIDE COORDINATION &amp; ASSISTANCE</b> Support City-led Projects such as Redwood Shores, SSF Shoreline Connectivity Study, San Mateo Shoreline Plan	Bayside Cities, Silicon Valley Clean Water, Shoreway Environmental Center, County, County Parks, SamTrans, Caltrans, SFO	Log of participation in city-led projects
<b>PACIFIC COASTSIDE COORDINATION</b> Support Coastside efforts led by others	Coastside Cities, County, Harbor District, Princeton, Caltrans, RCD, Sustainable Pescadero	Convene 2–3 meetings to advance Coastside agency coordination

## Task 3: Assist Jurisdictions and Partners with Planning for, Supporting the Early Warning of, and Reducing the Impacts of Extreme Storms

**Objective:** Maintain OneShoreline’s field infrastructure of rain, stream, and tidal gauges; work with partners on the aspects of the early warning systems that are owned and maintained by others.

Title/Scope of Work	Partners	Deliverables
<b>FLOOD EARLY WARNING SYSTEM</b> Expand and maintain Flood Early Warning System (FEWS) infrastructure	Atherton, Half Moon Bay, County, Redwood City, San Carlos, San Mateo, Belmont, SSF, SFO, RCD, Green Hills Country Club, and others	<ul style="list-style-type: none"> <li>• Brief summary of any new installations and updates to the System protocol</li> <li>• Funding application update/expand</li> <li>• Brief summary of O&amp;M work</li> </ul>
<b>FEWS COORDINATION</b> Expand reach of timely warnings to emergency responders and the public	Emergency response and other local agencies	<ul style="list-style-type: none"> <li>• Updated list of contacts</li> <li>• Summary of conditions, assessments/ data validation from contacts after storms and king tide</li> </ul>
<b>CREEK MAINTENANCE</b> Routine Maintenance of Bayside Creeks Project	County, Caltrans, Caltrain, cities of Belmont, Menlo Park, San Bruno Redwood City, San Carlos,	Summary of routine maintenance and permit related activities
<b>BAYFRONT CANAL &amp; ATHERTON CHANNEL</b> Operate, maintain, permit compliance	Redwood City, County, Menlo Park, US Fish & Wildlife Service	Funding agreement for continued operations, maintenance, permit monitoring / compliance

**Tasks 4 and 5: Support the County and Other Local Jurisdictions on Grants, Reports, Policies, and Other Efforts Related to the Work of OneShoreline**

Objective: Collaborate with County, and other jurisdictions and agencies, to provide support that includes, but is not limited to, reviewing grant applications, planning documents, and risk assessments, and providing technical and policy support, among other activities.

<b>Title/Scope of Work</b>	<b>Partners</b>	<b>Deliverables</b>
<p><b>TRACK AND PURSUE FUNDING</b> Seek opportunities from state and federal agencies/legislators</p>	<p>Cities, research institutions, State and Federal agencies and elected officials</p>	<p>Summary description of funding pursued</p>
<p><b>DROUGHT RESILIENCE</b> Participate in working group related to water supply and drought preparedness and pursue federal support for new recycling infrastructure</p>	<p>County, participating cities, water supply agencies</p>	<p>Brief summary of relevant meetings and activities</p>
<p><b>PROJECT IDENTIFICATION</b> Identify priority projects for FY27-28</p>	<p>County and local jurisdictions</p>	<p>List of priority projects, including at least one along the Coastside (that potentially overlaps with the County’s CRISP initiative)</p>

**San Mateo County Flood & Sea Level Rise Resiliency District**  
**Operating Budget**  
**Proposed for Fiscal Year 2026-27**

Budget Item	Proposed Amount
<b>REVENUE</b>	
County and Cities Contributions	1,050,000
State Grants	1,558,643
Interest Earned and Other Income	255,200
<b>Total Revenue</b>	<b>\$2,863,843</b>
<b>EXPENSES</b>	
<b><i>Personnel</i></b>	
Salary and Related Costs	1,214,556
Medicare and Social Security	80,032
Retirement Benefits	176,649
Medical, Dental, Vision Benefits	147,287
Workers' Comp., Unemployment, and Disability Ins.	8,817
<b>Total Personnel Costs</b>	<b>1,627,341</b>
Portion of Personnel costs allocated to Flood Zones and capital projects	(703,125)
<b>Net Personnel Costs</b>	<b>\$924,216</b>
<b><i>Operations &amp; Support</i></b>	
Office Lease and Supplies	120,480
Computers and Software	16,000
Advertising and Legal Notices	1,000
Meetings, Memberships, and Prof. Development	28,500
Contracts - Legal Services	40,000
Contracts - Audit Services	75,650
Contracts - Admin and Financial Services	76,200
Contracts - Projects	1,651,143
Outreach	102,600
Liability and Property Ins.	14,080
Misc. Expenditures	30,000
<b>Total Operations and Support Costs</b>	<b>\$2,155,653</b>
Portion of Operations & Support costs allocated to Flood Zones and capital projects	(150,000)
<b>Net Operations and Support Costs</b>	<b>\$2,005,653</b>
<b>Total Expenses</b>	<b>\$2,929,869</b>
Total Revenue minus Total Expenses	-66,026
Estimated carryover of prior FY fund balance	6,010,905
<b>Estimated reserves at conclusion of FY2025-26</b>	<b>\$5,944,879</b>

**San Mateo County Flood & Sea Level Rise Resiliency District**  
**Flood Zones Budget**  
**Proposed for Fiscal Year 2026-27**

Budget Item	Colma Creek	San Bruno Creek	San Francisquito Creek
<b>REVENUE</b>			
Taxes (Secured Property)	7,024,505	526,297	561,709
Rent and Interest Income	1,131,258	103,068	36,488
Inter-governmental Revenue	16,123	710,741	1,193
<b>Total Revenue</b>	<b>\$8,171,886</b>	<b>\$1,340,107</b>	<b>\$599,390</b>
<b>EXPENSES</b>			
Flood Zones Management & Project Delivery	603,300	521,600	100,000
General Operating Costs Allocated to Flood Zones	87,800	44,000	9,000
Maintenance Planning, Design & Construction	815,000	1,480,000	1,000
Capital Projects Planning, Design & Construction	1,600,000	8,000	0
Debt Service on a Bond	0	0	0
Annual Contribution to SFCJPA	0	0	419,560
Liability and Property Insurance	14,000	22,000	0
<b>Total Expenses</b>	<b>\$3,120,100</b>	<b>\$2,075,600</b>	<b>\$529,560</b>
Total Revenue minus Total Expenses	5,051,786	(735,493)	69,831
Reserves from prior fiscal year	40,128,413	4,070,932	1,315,417
<b>Estimated Reserves at end of FY2026-27</b>	<b>\$45,180,199</b>	<b>\$3,335,439</b>	<b>\$1,385,247</b>

**San Mateo County Flood & Sea Level Rise Resiliency District**  
**Capital Projects Budget**  
**Proposed for Fiscal Year 2026-27**

PROJECT	REVENUE				EXPENSES	REMAINING PROJECT BALANCE
	OneShoreline	Local governments	State or Federal	Total		
<b>Bayfront Canal &amp; Atherton Channel</b>		4,000		4,000		
Consultant Contracts					75,600	
District Staff Time					13,400	
<b>Total</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$89,000</b>	<b>\$919</b>
<b>Burlingame-Millbrae-SFO Shoreline</b>			889,089	889,089		
Consultant Contracts					802,089	
District Staff Time					87,000	
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$889,089</b>	<b>\$889,089</b>	<b>\$889,089</b>	<b>\$0</b>
<b>Flood Early Warning System</b>	132,600			132,600		
Consultant Contracts					117,600	
District Staff Time					15,000	
<b>Total</b>	<b>\$132,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$132,600</b>	<b>\$132,600</b>	<b>\$0</b>
<b>Brisbane Living Shoreline Project</b>			382,625	382,625		
Consultant Contracts					335,000	
District Staff Time					47,625	
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$382,625</b>	<b>\$382,625</b>	<b>\$382,625</b>	<b>\$579,875</b>
<b>Total of All Capital Projects</b>	<b>\$132,600</b>	<b>\$4,000</b>	<b>\$1,271,714</b>	<b>\$1,408,314</b>	<b>\$1,493,314</b>	<b>\$580,794</b>

**San Mateo County Flood and Sea Level Rise Resiliency District  
Agenda Report**

**Date:** June 22, 2026

**To:** San Mateo County Flood and Sea Level Rise Resiliency District Board of Directors

**From:** Len Materman, CEO

**Subject:** Authorize the CEO to execute a 3-year agreement beginning July 1, 2026 for a not-to-exceed amount of \$230,885 with Macias Gini & O’Connell, LLP for financial auditing services for Fiscal Years (“FY”) 2025-26, 2026-27, and 2027-28, with an option to extend the agreement to include auditing of FY 2028-29 for an additional \$84,235

**Recommendation:**

That the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) Board of Directors (“Board”) authorize the CEO to execute an agreement with Macias Gini & O’Connell, LLP (“MGO”) to provide professional financial auditing services covering fiscal years ending June 30, 2026, June 30, 2027, and June 30, 2028, for a not-to-exceed amount of \$230,885, with an option to extend for one additional fiscal year ending June 30, 2029 for an additional amount not to exceed \$84,235 (“Agreement”).

**Background and Discussion:**

The California Government Code requires OneShoreline, as an independent special district, to submit an annual financial audit performed by an independent Certified Public Accountant (“CPA”). On March 31, 2026, OneShoreline issued a Request for Proposals (“RFP”) for professional financial auditing services and published it on OneShoreline.org, LinkedIn, and the California Society of Municipal Finance Officers. By April 30, 2026, OneShoreline had received two proposals from qualified firms.

Following a review of both proposals, staff recommends retaining MGO, which is OneShoreline’s current auditor. In addition to meeting all RFP requirements, MGO brings a very experienced state and local government auditing practice, a thorough working knowledge of OneShoreline’s financial system and operations, and a consistent record as OneShoreline’s auditor of meeting all auditing and reporting deadlines, all within budget. The second proposal was reviewed and did not offer equivalent experience, institutional knowledge, or comparable assurance of timely completion.

Staff recommends that the Board authorize the CEO to execute the attached draft Agreement, which has an initial three-year term of July 1, 2026, through June 30, 2029, for a not-to-exceed amount of \$230,885. Staff also recommends that the Board include in this authorization an option to extend the Agreement at OneShoreline’s sole discretion for an additional year through June 30, 2030, for an additional amount not to exceed \$84,235. The draft Agreement, which has been reviewed by OneShoreline legal counsel as to its form, covers all required audits and financial statements and any additional audits that may be required by specific grant programs, and applicable state reporting requirements.

**Impact on OneShoreline Resources:**

The Agreement cost will be incorporated into OneShoreline’s Operating Budget for the following fiscal years:

- Auditing Services Covering FY2025-26: \$69,710, includes audit of basic financial statements, State Controller reporting, and as-needed services.
- Auditing Services Covering FY2026-27: \$71,800 for the same scope as FY25-26, plus \$7,595 for a Single Audit if required due to crossing a threshold for the receipt of federal funds.
- Auditing Services Covering FY2027-28: \$73,955 for the same scope as FY26-27 plus \$7,825 for a Single Audit, if needed.
- Optional Term: Auditing Services Covering FY2028-29: \$84,235 for same scope, including Single Audit.

**Attachment:** Draft Agreement with Macias Gini & O’Connell, LLP

**AGREEMENT BETWEEN THE  
SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
AND Macias Gini & O’Connell, LLP**

This Agreement is entered into by and between the San Mateo County Flood and Sea Level Rise Resiliency District, an independent special district (“OneShoreline”), and Macias Gini & O’Connell, LLP (“Contractor”) (together, “Parties”), effective July 1, 2026.

**Recitals**

Pursuant to the San Mateo County Flood Control District Act, as amended in 2019 by Assembly Bill 825, OneShoreline may contract with independent contractors for the furnishing of services to or for OneShoreline; and it is necessary and desirable that Contractor be retained for the purpose of providing professional financial auditing services to or for OneShoreline.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. **Exhibits.** The following exhibits are attached to this Agreement and incorporated herein by this reference:

- Exhibit A—Scope of Services
- Exhibit B—Payments and Rates

2. **Services.** In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for OneShoreline in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A. No work for any task within Exhibit A by Contractor shall commence or be billable to OneShoreline without prior written authorization by OneShoreline.

3. **Payments.** In consideration of the services provided by Contractor in accordance with all terms set forth in this Agreement and in Exhibit A, OneShoreline shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. OneShoreline reserves the right to withhold payment if OneShoreline determines that the quantity or quality of the work performed is unacceptable. In no event shall OneShoreline’s total fiscal obligation under this Agreement exceed TWO HUNDRED THIRTY THOUSAND EIGHT HUNDRED EIGHTY-FIVE DOLLARS AND ZERO CENTS (\$230,885.00) for the initial term through June 30, 2029, and an additional EIGHTY-FOUR THOUSAND TWO HUNDRED AND THIRTY-FIVE DOLLARS AND ZERO CENTS (\$84,235.00) if OneShoreline exercises its option to extend the Agreement pursuant to Section 4 of this Agreement. In the event that OneShoreline makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by OneShoreline at the time of contract termination or expiration. Contractor is not entitled to payment for services not performed as required by this Agreement.

4. **Term.** Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2026 and expire on June 30, 2029, unless earlier terminated as otherwise provided herein (“Initial Term”).

OneShoreline has an option to extend the Initial Term for a period of one additional year through June 30, 2030 (“Option”), which Option OneShoreline may exercise at its sole and absolute discretion by delivering written notice of such Option pursuant to Section 20 (Notices) no later than 30 days before expiration of the Initial Term. In the event that OneShoreline exercises its Option, this Agreement shall be deemed to be extended, and all terms and conditions herein shall remain in place during the extended one-year term.

5. **Time of Performance.** The services shall be performed on a timely and regular basis.
6. **Standard of Care.** As a material inducement to OneShoreline to enter into this Agreement, Contractor hereby represents that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement, and will perform the services to a standard of reasonable professional care, for similar services on similar projects of like size and nature performed.
7. **Standard of Performance.** Contractor shall perform all work under this Agreement to all recognized applicable professional standards and pursuant to the above-stated Standard of Care. Contractor hereby represents and covenants that it shall follow the professional standards used by a competent practitioner in performing all services required hereunder.
8. **Termination.**
- (a) This Agreement may be terminated by Contractor or by OneShoreline at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the services actually completed to the services required by the Agreement.
- (b) OneShoreline may terminate this Agreement or a portion of the services referenced in the Exhibits based upon the unavailability of Federal, State, or other outside funds by providing written notice to Contractor as soon as is reasonably possible after OneShoreline learns of said unavailability of outside funding.
- (c) OneShoreline may also terminate this Agreement for cause, which is separate from the ability to terminate without cause as described above. In order to terminate for cause, OneShoreline must first give Contractor notice of the alleged breach. Contractor shall then have ten (10) calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, OneShoreline may immediately terminate this Agreement without further action. In the event that OneShoreline provides notice of an alleged breach pursuant to this section, OneShoreline may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. OneShoreline has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and OneShoreline shall use reasonable judgment in making that determination.
9. **Suspension.** OneShoreline may, in writing, order Contractor to suspend all or any part of the Contractor's services under this Agreement for the convenience of OneShoreline or for work stoppages beyond the control of OneShoreline or Contractor. Subject to the provisions of this Agreement relating to termination, a suspension of the work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the Parties.
10. **Contract Materials.** Upon expiration or termination of this Agreement, except for Contractor's audit documentation, all finished or unfinished work products, documents, data, studies, maps, photographs, and other materials and efforts conducted by Contractor under this Agreement shall become the property of OneShoreline and shall be promptly delivered to OneShoreline. Audit documentation shall mean all records related to the Agreement, excluding financial records that report Contractor's professional hours and expenses, that are required by professional standards or Contractor's internal policies to support the services performed under the Agreement. Examples of audit documentation are audit programs, analysis, memoranda, letters of confirmation and representation, extracts or copies of OneShoreline documents, and schedules or commentaries prepared by or obtained by Contractor. Audit documentation may be in paper form, electronic form, or other media.

**11. Relationship of Parties.** Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of OneShoreline and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of OneShoreline employees.

**12. Hold Harmless.** Contractor shall indemnify and hold harmless OneShoreline and its officers, agents, employees, and servants from and against any and all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for or on account of: (a) injuries to or death of any person, including Contractor or its employees/officers/agents; (b) damage to any property of any kind whatsoever and to whomsoever belonging; and/or (c) any other loss or cost, including, without limitation, that caused by the concurrent active or passive negligence of OneShoreline and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and hold harmless under this section shall not apply to injuries or damage for which OneShoreline has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct. The duty of Contractor to indemnify and hold harmless as set forth by this section shall continue after termination of the Agreement and shall include the duty to defend as set forth in Civil Code Section 2778.

**13. Assignability and Subcontracting.** Contractor shall not assign this Agreement nor any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of OneShoreline. Any such assignment or subcontract without OneShoreline's prior written consent shall give OneShoreline the right to automatically and immediately terminate this Agreement without penalty or advance notice.

**14. Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for services to be performed under this Agreement at Contractor's own expense prior to commencement of said services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

**15. Insurance.**

(a) Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by OneShoreline. Contractor shall furnish OneShoreline with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to OneShoreline of any pending change in the limits of liability or of any cancellation or modification of the policy.

(b) During the term of this Agreement, Contractor shall have in effect workers' compensation and employer's liability insurance providing full statutory coverage, as required by Section 1861 and Section 3700 of the California Labor Code.

(c) During the term of this Agreement, Contractor shall take out and maintain such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

Comprehensive General Liability.....	\$2,000,000
Motor Vehicle Liability Insurance.....	\$1,000,000
Professional Liability.....	\$1,000,000

OneShoreline and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (i) the insurance afforded thereby to OneShoreline and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (ii) if OneShoreline or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

(d) In the event of the breach of any provision of this section, including receipt of a notice indicating required insurance coverage will be diminished or cancelled, notwithstanding any other provision of this Agreement to the contrary, OneShoreline may immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

**16. Compliance With Laws.**

(a) All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable laws, ordinances, and regulations, including, without limitation: the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder; the Americans with Disabilities Act of 1990, as amended, and the nondiscrimination requirements of 41 C.F.R. 60-741.5(a); if applicable, Section 504 of the Rehabilitation Act of 1973; and all other applicable Federal, State, and/or local laws prohibiting discrimination on the basis of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information; all applicable equal opportunity laws and requirements; and all applicable equal benefits laws and requirements, including, without limitation, laws prohibiting discrimination in the provision of equal benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

(b) All services to be performed by Contractor under this Agreement shall also be performed in accordance with all applicable laws, ordinances and regulations, including, without limitation, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

(c) Contractor shall timely and accurately complete, sign, and submit all necessary documentation evidencing compliance with the requirements of this section. In addition, Contractor certifies that no finding of discrimination has been issued against Contractor in the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any such finding(s) of discrimination have been issued against Contractor within the past 365 days, Contractor shall provide OneShoreline with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Contractor shall also report to OneShoreline Chief Executive Officer (CEO) the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this section within 30 days of such filing, unless the complaint or allegation is dismissed within such 30 days. The report shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

(d) Violation of and/or failure to comply with the provisions of this section shall be considered a material breach of the Agreement, subjecting the Agreement to immediate termination at the sole option

of OneShoreline and subjecting Contractor to penalties, disqualification from being considered for or being awarded a OneShoreline contract for up to 3 years, and/or other sanctions.

**17. Retention of Records; Right to Monitor and Audit.**

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after OneShoreline makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by a Federal grantor agency, the State and/or OneShoreline.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by all applicable Federal, State, and local agencies and as required by OneShoreline.

(c) Contractor agrees upon reasonable notice to provide to OneShoreline or its authorized representative, to any Federal or State department having monitoring or review authority, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

**18. Merger Clause; Amendments.** This Agreement, including all Exhibits and other attachments incorporated by reference, constitutes the sole Agreement of the Parties and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or other attachment, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the Parties not expressly stated in this Agreement are not binding. All subsequent modifications or amendments of the Agreement shall be in writing and signed by the Parties.

**19. Controlling Law; Venue.** The validity of this Agreement and of its terms, the rights and duties of the Parties, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

**20. Notices.** Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (a) transmitted via email to the email address listed below; and (b) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of OneShoreline, to:

Name/Title: Chief Executive Officer or Authorized Representative  
Address: 1700 South El Camino Real, Suite 502, San Mateo, CA 94402  
Telephone: 650-844-8310  
Email: Info@OneShoreline.org

In the case of Contractor, to:

Name/Title: Scott Diem / Assurance Partner  
Address: 2121 N. California Blvd, Suite 750, Walnut Creek, CA 94596  
Telephone: (925) 395-2859  
Email: sdiem@mgocpa.com

**21. Confidentiality.** Contractor, in the course of its duties, may have access to financial, accounting, statistical, and personal data of private individuals and employees of OneShoreline. Contractor covenants that all such confidential data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement shall not be disclosed by Contractor without written authorization by OneShoreline. OneShoreline shall grant such authorization if disclosure is required by law. Upon request, all OneShoreline data shall be returned to OneShoreline upon the termination of this Agreement. Contractor's covenant under this section shall survive the termination of this Agreement. It is hereby agreed that the following information is not considered to be confidential under this Agreement:

- a. Information already in the public domain;
- b. Information disclosed to Contractor by a third party who is not under a confidentiality obligation;
- c. Information developed by or in the custody of Contractor before entering into this Agreement;
- d. Information developed by Contractor through its work with other clients; and
- e. Information required to be disclosed by law or regulation, including, but not limited to, the California Public Records Act or subpoena, court order, or administrative order.

**22. Non-Waiver of Terms, Rights and Remedies.** Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by OneShoreline of any payment to Contractor constitute or be construed as a waiver by OneShoreline of any breach of this Agreement, or any default which may then exist on the part of Contractor, and the making of any such payment by OneShoreline shall in no way impair or prejudice any right or remedy available to OneShoreline with regard to such breach or default.

**23. Electronic Signatures.** The Parties wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law.

\*\*\*\*\*

In witness of and in agreement with this Agreement's terms and conditions, the Parties, by their duly authorized representatives, affix their respective signatures:

**For Contractor, Macias Gini & O'Connell, LLP:**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Contractor Name (Print)

\_\_\_\_\_  
Date

**For OneShoreline:**

\_\_\_\_\_  
Len Materman  
Chief Executive Officer

\_\_\_\_\_  
Date

## **Exhibit A – Scope of Services**

In consideration of the payments set forth in Exhibit B, Contractor shall perform the services described below for OneShoreline in accordance with the terms, conditions, and specifications set forth in this Agreement.

Contractor will audit OneShoreline's governmental activities, each major fund, and aggregate remaining fund information as of and for the years ending June 30, 2026 through June 30, 2028 (and including the year ending June 30, 2029 should OneShoreline exercise its Option to extend the Agreement), and the related notes, which collectively comprise the basic financial statements.

The objectives of the Contractor audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and *Government Auditing Standards* issued by the Comptroller General of the United States ("GAS") will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

If applicable, Contractor will also perform the audit of OneShoreline for the years ending June 30, 2026 through June 30, 2028 (and including the year ending June 30, 2029 should OneShoreline exercise its Option to extend the Agreement) to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance").

### **Data Collection Form**

If applicable, prior to the completion of the engagement, Contractor will complete the sections of the Data Collection Form that are Contractor's responsibility. The form will summarize Contractor's audit findings, amounts and conclusions. It is the responsibility of OneShoreline's management ("Management") to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. Contractor will assist OneShoreline in the electronic submission and certification. OneShoreline shall be provided copies of Contractor's report to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of Contractor's auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **The Responsibilities of the Auditor**

Contractor will conduct its audit in accordance with GAAS, GAS, the Uniform Guidance, and the U.S. Office of Management and Budget's ("OMB") Compliance Supplement. Those standards and supplements require that Contractor comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, and the Uniform Guidance, Contractor exercises professional judgment and maintains professional skepticism throughout the audit. Contractor will also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of OneShoreline and its environment, the applicable financial reporting framework, and OneShoreline's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for Contractor's opinion.
- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of OneShoreline's internal control. However, Contractor will communicate to OneShoreline in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that Contractor has identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by Management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about OneShoreline's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

Contractor will communicate to OneShoreline's Board of Directors (a) any fraud involving senior Management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to Contractor during the audit, and (b) any instances of noncompliance with laws and regulations that Contractor becomes aware of during the audit (unless they are clearly inconsequential).

If applicable, Contractor is responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Contractor's report(s) on internal control over financial reporting and over compliance for major programs will include any significant deficiencies and material weaknesses in internal control over financial reporting and over compliance for major programs of which Contractor becomes aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance for major programs consistent with requirements of the standards and regulations identified above. Contractor's reports on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which Contractor becomes aware, consistent with requirements of the standards and regulations identified above.

Contractor will maintain independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA") and GAS.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that OneShoreline complies with the laws and regulations applicable to its activities, and for informing Contractor about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing Contractor about all known or suspected fraud affecting OneShoreline involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing Contractor of its knowledge of any allegations of fraud or suspected fraud affecting OneShoreline received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

Management is responsible for the preparation of the required supplementary information (“RSI”) which accounting principles generally accepted in the United States of America (“U.S. GAAP”) require to be presented to supplement the basic financial statements:

- Management’s discussion and analysis
- Budgetary comparison information

OneShoreline’s Board of Directors is responsible for informing Contractor of its views about the risks of fraud, waste or abuse within OneShoreline, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting OneShoreline.

Contractor’s audit will be conducted on the basis that Management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”);
2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the Management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide Contractor with:
  - a. Access to all information of which Management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
  - c. Additional information that Contractor may request from management for the purpose of the audit; and
  - d. Unrestricted access to persons within OneShoreline from whom Contractor determines it necessary to obtain audit evidence.

As part of Contractor’s audit process, Contractor will request from Management written confirmation concerning representations made to Contractor in connection with the audit, including among other items:

1. That Management has fulfilled its responsibilities as set out herein; and
2. That Management believes the effects of any uncorrected misstatements aggregated by Contractor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

With regards to audits performed in accordance with the Single Audit Act and the Uniform Guidance, Management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making Contractor aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the Data Collection Form and (h) submitting the reporting package and Data Collection Form.

## **Reporting**

Contractor will issue a written report upon completion of the audit of OneShoreline's financial statements. Contractor's report will be addressed to the OneShoreline Board of Directors. Circumstances may arise in which Contractor's report may differ from its expected form and content based on the results of the audit. Depending on the nature of these circumstances, it may be necessary for Contractor to modify the opinion or add an emphasis-of-matter paragraph or other-matter paragraph to the auditor's report.

If circumstances arise relating to the condition of OneShoreline's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in Contractor's professional judgment, prevent completion of the audit or the forming of an opinion, Contractor retains the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

Before withdrawing from the engagement, Contractor shall provide OneShoreline with written notice describing the specific circumstances justifying the withdrawal and a 60-day period to cure, unless the circumstances pose an imminent risk of fraud or illegality.

In addition to Contractor's report on OneShoreline's financial statements, Contractor will also issue the following reports:

1. A report on the fairness of the presentation of OneShoreline's schedule of expenditures of federal awards for the years ending June 30, 2026 through June 30, 2028 (and including the year ending June 30, 2029 should OneShoreline exercise its Option to extend the Agreement), as applicable;
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance, as applicable; and
4. An accompanying schedule of findings and questioned costs, as applicable.

## **Records and Assistance**

During the course of Contractor's engagement, Contractor may accumulate records containing data that should be reflected in OneShoreline's books and records. OneShoreline will determine that all such data, if necessary, will be so reflected. Accordingly, OneShoreline will not expect Contractor to maintain copies of such records in our possession.

## **Non-audit Services**

In connection with Contractor's audit, OneShoreline has requested Contractor to perform certain non-audit services, which include the preparation of OneShoreline's State Controller's Report for the years

ending June 30, 2026 through June 30, 2028 (and including the year ending June 30, 2029 should OneShoreline exercise its Option to extend the Agreement).

GAS independence standards require that Contractor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before Contractor agrees to provide a non-audit service to OneShoreline, Contractor determines whether providing such a service would create a significant threat to independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of Contractor's determination is consideration of management's ability to effectively oversee the non-audit services to be performed. Management agrees to the following:

1. OneShoreline will designate a senior member of Management who possesses suitable skill, knowledge, and experience to oversee the services;
2. OneShoreline will assume all management responsibilities for the subject matter and scope of the non-audit services;
3. OneShoreline will evaluate the adequacy and results of the services performed; and
4. OneShoreline accepts responsibility for the results and ultimate use of the services.

#### **Other Relevant Information**

Scott Diem is Contractor's engagement partner for the audit services specified herein and is responsible for supervising Contractor's services performed pursuant to this Agreement and signing or authorizing another qualified firm representative to sign the audit report.

#### **Engagement with Contractor Affiliates**

If OneShoreline has or expects to engage MGO India, Pvt. Ltd. (MGO India) to perform services during the audit and professional engagement period (as defined below), OneShoreline must notify Contractor prior to entering into such engagement with MGO India. In addition, OneShoreline must notify Contractor of any service MGO India has performed prior to the audit and professional engagement period in order for Contractor to ensure independence in relation to this engagement. OneShoreline will also be required to provide such representation within the management representation letter prior to the issuance of our report. Contractor shall disclose to OneShoreline whether any affiliate, including MGO India, will perform any services under this Agreement, and if so, the nature and extent of such services.

Audit and professional engagement period includes both:

- i. The period covered by any financial statements being audited or reviewed (the "audit period"); and
- ii. The period of the engagement to audit or review OneShoreline's financial statements or to prepare a report to be issued (the "professional engagement period");
  - a. The professional engagement period begins upon the effective date of this Agreement; and
  - b. The professional engagement period ends when this Agreement terminates.

#### **Retention of Records**

Contractor will return to OneShoreline all original records provided to Contractor in connection with this engagement. Further, in addition to providing OneShoreline with those deliverables set forth in this Agreement, Contractor will provide to OneShoreline a copy of any records Contractor prepares or accumulates in connection with such deliverables which are not otherwise reflected in OneShoreline's books and records without which OneShoreline's books and records would be incomplete. OneShoreline has the sole responsibility for retaining and maintaining in its possession or custody all of OneShoreline's financial and nonfinancial records related to this engagement. Contractor will not host, and will not accept responsibility

to host, any of OneShoreline's records. Contractor, however, may maintain a copy of any records of OneShoreline necessary for Contractor to comply with applicable law and/or professional standards or to exercise Contractor's rights. Any such records retained by Contractor will be subject to the confidentiality obligations set forth herein and destroyed in accordance with Contractor's record retention policies.

### **Independence**

Professional and certain regulatory standards require Contractor to be independent, in both fact and appearance, with respect to OneShoreline in the performance of the services to be provided.

Any discussions that OneShoreline's representatives have with professional personnel of Contractor regarding employment could pose a threat to our independence. Moreover, if applicable, SEC rules could cause Contractor not to be independent of OneShoreline if, within a restricted period, OneShoreline were to hire, in a financial reporting oversight role, one of Contractor's engagement team members currently or previously assigned to the audit. This may include not only current employees of Contractor, but also former employees and employees of other firms who work under Contractor's direction. Therefore, OneShoreline agrees to inform Contractor prior to any such discussions so that Contractor can implement appropriate safeguards to maintain independence.

Moreover, to the extent that OneShoreline has engaged a company affiliated with Contractor to provide services related to OneShoreline's efforts to identify, interview, and hire officers, directors, or management, or related human resource efforts, OneShoreline agrees to inform Contractor so that Contractor can evaluate whether there are any potential or actual independence considerations that may preclude, or otherwise limit the services Contractor is able to perform. Therefore, OneShoreline agrees to inform Contractor prior to any such discussions so that Contractor can implement appropriate safeguards to maintain independence.

If Contractor provides both attest and non-attest services to OneShoreline, then in order to maintain Contractor's independence, OneShoreline assumes all management responsibilities for any non-attest services that Contractor provides. OneShoreline will designate a qualified individual with suitable skill, knowledge, or experience, from senior Management to oversee the non-attest services, evaluate the adequacy and results of the non-attest services, and accept responsibility for such services.

### **Non-CPA Owner Notice Requirement**

Contractor is owned by professionals who hold CPA licenses as well as by professionals who are not licensed CPAs. Therefore, depending on the nature of the services being provided, non-CPA owners may be involved in providing certain services hereunder.

No work for any task performed by Contractor under this Agreement shall commence or be billable to OneShoreline without prior written authorization by OneShoreline. Additional services outside of those described herein must be authorized by OneShoreline's representative in writing prior to the commencement of that work.

## Service Cost Proposal

Audit Services	FY2025-26	FY2026-27	FY2027-28	FY2028-29
OneShoreline Audit, ACFR and Related Reports*	\$ 66,385	\$ 68,375	\$ 70,425	\$ 72,540
Single Audit and Related Reports	\$ 7,375	\$ 7,595	\$ 7,825	\$ 8,060
Financial Transactions Report to the State Controller	\$ 3,325	\$ 3,425	\$ 3,530	\$ 3,635
Other - Specify:	\$	\$	\$	\$
<b>Total</b>	<b>\$ 77,085</b>	<b>\$ 79,395</b>	<b>\$ 81,780</b>	<b>\$ 84,235</b>

\*See below for a breakdown of fees for preparation of basic financial statements vs. ACFR

Maximum Price for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline)						
Deliverables	Estimated Hours	FY 2026	FY 2027	FY 2028	FY 2029	Total
Annual Comprehensive Financial Report (ACFR)	300	\$ 66,385	\$ 68,375	\$ 70,425	\$ 72,540	\$ 277,725
Single Audit Reports (1 major program)	35	\$ 7,375	\$ 7,595	\$ 7,825	\$ 8,060	\$ 30,855
Financial Transactions Report to the State Controller	20	\$ 3,325	\$ 3,425	\$ 3,530	\$ 3,635	\$ 13,915
<b>Total Maximum Price</b>	<b>355</b>	<b>\$ 77,085</b>	<b>\$ 79,395</b>	<b>\$ 81,780</b>	<b>\$ 84,235</b>	<b>\$ 322,495</b>
Less: ACFR Components*	30	\$ (7,200)	\$ (7,415)	\$ (7,635)	\$ (7,865)	\$ (30,115)
<b>Total Maximum Price, Adjusted for ACFR Components</b>	<b>325</b>	<b>\$ 69,885</b>	<b>\$ 71,980</b>	<b>\$ 74,145</b>	<b>\$ 76,370</b>	<b>\$ 292,380</b>
* Price reduction applies if the District prepares basic financial statements only instead of an annual comprehensive financial report.						
<b>Rates for Additional Professional Services</b>		<b>Rate per Hour</b>	<b>Rate per Hour</b>	<b>Rate per Hour</b>	<b>Rate per Hour</b>	
Partners		\$ 425	\$ 438	\$ 451	\$ 465	
Directors		\$ 350	\$ 361	\$ 372	\$ 383	
Senior Managers		\$ 310	\$ 319	\$ 329	\$ 339	
Managers		\$ 280	\$ 288	\$ 297	\$ 306	
Supervisors and Senior Associates		\$ 205	\$ 211	\$ 217	\$ 224	
Experienced Associates		\$ 170	\$ 175	\$ 180	\$ 185	
Staff Associates		\$ 150	\$ 155	\$ 160	\$ 165	
Administrative Assistants		\$ 115	\$ 118	\$ 122	\$ 126	

### **Exhibit B – Payments and Rates**

In consideration of the Scope of Services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, OneShoreline shall pay Contractor based on the following fee schedule and terms:

OneShoreline will not be requiring a single audit for the fiscal year ending June 30, 2026. Consequently, under no circumstances shall the amount paid by OneShoreline to Contractor exceed \$230,885 for the initial term through June 30, 2029, and an additional \$84,235 if OneShoreline exercises its Option to extend the Agreement pursuant to Section 4 of this Agreement.

Contractor shall provide OneShoreline with a written itemized invoice that allows OneShoreline to reconcile the work performed. All invoices shall include the agreement number, project location, dates of services, and specified work completed.

Remit Invoices to:  
San Mateo County Flood and Sea Level Rise Resiliency District  
1700 South El Camino Real, Suite 502  
San Mateo, CA 94402  
Email: LDong@OneShoreline.org

Payment will be made within 45 days of invoice receipt.

**San Mateo County Flood and Sea Level Rise Resiliency District  
Agenda Report**

**Date:** June 22, 2026  
**To:** San Mateo County Flood and Sea Level Rise Resiliency District Board of Directors  
**From:** Len Materman, CEO  
**Subject:** Adopt Resolution No. 2026-06-22-A to accept a \$962,500 grant from the San Francisco Bay Restoration Authority for the planning and design of the Brisbane Living Shoreline Project

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**Recommendation**

That the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) Board of Directors (“Board”) adopt Resolution No. 2026-06-22-A to accept \$962,500 in Measure AA funding from the San Francisco Bay Restoration Authority (“SFBRA”) for planning and design of the Brisbane Living Shoreline Project.

**Background and Discussion**

Over the last century, the Bay shoreline of the City of Brisbane has lost substantial natural habitat – only small, fragmented tidal marsh and mudflat areas and limited native oyster populations remain. These conditions present an opportunity for nature-based adaptation with ecological and flood protection benefits. The Brisbane shoreline is identified by the San Francisco Estuary Institute’s *San Francisco Bay Shoreline Adaptation Atlas* as one of the only sites in San Mateo County suitable for large-scale eelgrass and native oyster habitat restoration.

The San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure, more commonly known as Measure AA, was passed by voters in the nine-county SF Bay Area in June 2016 and generates approximately \$25 million in annual funding for projects that protect and restore the Bay. The San Francisco Bay Restoration Authority (“SFBRA”) administers these funds through competitive annual grant rounds.

In October 2025, OneShoreline applied to the SFBRA to fund planning and design of the Brisbane Living Shoreline Project (“LSP”), a multi-benefit effort to restore at least 100 acres of eelgrass and 50 acres of native oyster habitat. By reducing the energy of waves hitting the shoreline, the LSP will support the objectives of OneShoreline’s broader Brisbane Shoreline Resilience Planning effort, which is the subject of the next Agenda item. The three-year grant is intended to make the LSP ready to complete design and environmental permitting. OneShoreline will lead the LSP in partnership with the City of Brisbane, and with research partners from the Smithsonian Environmental Research Center, the San Francisco Bay National Estuarine Research Reserve, and San Francisco State University’s Estuary and Ocean Science Center. OneShoreline’s outreach partner is the nonprofit Literacy for Environmental Justice.

The research partners will lead baseline data collection of biological and physical environmental information in coordination with a technical consultant team described in Agenda Item 4D. Students from Bay Area community colleges will be invited to participate in fieldwork and stewardship-capacity building. The technical consultant team will incorporate the science-based adaptation pathway strategies developed by the research teams and feedback from community engagement to advance the preferred strategy to 30% design, prepare CEQA documents and permit applications, and advance strategies for land rights acquisition and construction.

OneShoreline requested \$962,500 of Measure AA funds for Phase 1 of the LSP, with a \$77,000 local match drawn from its countywide Measure K allocation in the form of staff time. On March 6, 2026, SFBRA staff recommended the LSP to its Governing Board for full funding. On June 12, 2026, the SFBRA Governing Board approved the grant at a public meeting, and OneShoreline staff have begun working with SFBRA staff to prepare a grant agreement with a detailed project work program and budget along with the terms and conditions of the grant. To execute the grant agreement and receive funds, OneShoreline’s governing body must adopt the attached resolution accepting the grant. The LSP Phase 1 work is anticipated to begin in September 2026.

**Impact on OneShoreline Resources**

The \$962,500 from this Measure AA grant award has been accounted for in the draft Fiscal Year 2026-27 Operating Budget.

**Attachment:** Draft Resolution No. 2026-06-22-A

**DRAFT RESOLUTION NO. 2026-06-22-A**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
APPROVING THE GRANT OF FUNDS IN THE AMOUNT OF \$962,500 FROM THE SAN FRANCISCO  
BAY RESTORATION AUTHORITY FOR BRISBANE LIVING SHORELINE PROJECT AND  
AUTHORIZING AND DIRECTING THE CHIEF EXECUTIVE OFFICER, OR DESIGNEE(S), TO  
EXECUTE A GRANT AGREEMENT FOR SUCH FUNDS**

**RESOLVED** by the Board of Directors (“Board”) of the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) that:

**WHEREAS**, the San Francisco Bay Restoration Authority Act, Government Code §§ 66700-66706, establishes the San Francisco Bay Restoration Authority (“Authority”) as a regional entity to generate and allocate resources for the protection and enhancement of tidal wetlands and other wildlife habitat in San Francisco Bay and along its shoreline, and authorizes the Authority to award grants to public and private entities to achieve these purposes; and

**WHEREAS**, the Authority awards grants for eligible projects consistent with Government Code § 66704.5, the Authority’s Grant Program Guidelines, and the Authority’s San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure (“Measure AA”), passed by the voters in June 2016; and

**WHEREAS**, the Authority, at its June 12, 2026 meeting, adopted a resolution authorizing a grant in the amount of \$962,500 (“Grant”) to OneShoreline for the Brisbane Living Shoreline Project, Authority Project No. RA-052, (“Project”); and

**WHEREAS**, the Authority requires that the Board certify through a resolution that it approves the Grant and authorizes a representative to execute an agreement on terms and conditions required by the Authority (the “Grant Agreement”).

**NOW, THEREFORE, BE IT RESOLVED** that the OneShoreline Board of Directors:

1. Approves the Grant from the Authority for the Project; and
2. Acknowledges that OneShoreline has or will have sufficient funds to complete the Project and to operate and maintain, for the period set forth in the Grant Agreement, any property acquired or improvements constructed as a part of the Project; and
3. Agrees to be bound by all terms and conditions of the Grant Agreement as may be required by the Authority for receipt of the Grant and any other agreement(s) or instrument(s) as may be necessary to fulfill the terms of the Grant Agreement; and
4. Authorizes and directs the Chief Executive Officer, or designee(s), as agent to act as a representative of OneShoreline to execute on behalf of OneShoreline the Grant Agreement and all other agreements and instruments necessary to complete the Project.

PASSED AND ADOPTED this 22<sup>nd</sup> day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
Acting Clerk of the Board of Directors

\_\_\_\_\_  
Chair of the Board of Directors

## San Mateo County Flood and Sea Level Rise Resiliency District Agenda Report

**Date:** June 22, 2026

**To:** San Mateo County Flood and Sea Level Rise Resiliency District Board of Directors

**From:** Len Materman, CEO

**Subject:** Authorize the CEO to execute 4-year Master Service Agreement beginning July 1, 2026 for a not-to-exceed amount of \$675,000 with Moffatt & Nichol for Brisbane Shoreline Resilience Planning with task orders to complete the Brisbane Shoreline Resilience Plan and to conduct planning and design of the Brisbane Living Shoreline Project

### Recommendation

That the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) Board of Directors (“Board”) authorize the CEO to execute a 4-year Master Services Agreement (“MSA”) beginning July 1, 2026, for a not-to-exceed amount of \$675,000 with Moffatt & Nichol for Brisbane Shoreline Resilience Planning.

### Background and Discussion

The City of Brisbane's (“Brisbane”) 1.5-mile Bay shoreline protects critical regional infrastructure, including U.S. Highway 101, Caltrain tracks, the Brisbane Marina, and wastewater pump stations. Because this shoreline faces compound flood risks from sea level rise, groundwater rise, coastal storm surge, and extreme precipitation, Bay Area and county vulnerability assessments have identified it as a priority for adaptation planning. Yet, to date limited resilience planning has been completed.

Senate Bill (“SB”) 272 (Laird, 2023) requires Brisbane, as a local government within the jurisdiction of the Bay Conservation and Development Commission (“BCDC”), to develop a subregional shoreline adaptation plan consistent with BCDC’s Regional Shoreline Adaptation Plan (“RSAP”) guidelines by January 2034. A key benefit of completing a BCDC-approved plan is that it establishes preference for local projects to receive funds from State Proposition 4, the November 2024 Climate Bond. In August 2025, the Board adopted Resolution 2025-08-25 to accept a \$750,000 State Ocean Protection Council (“OPC”) grant to fund the Brisbane Shoreline Resilience Plan (“Plan”). OneShoreline will lead development of the Plan, in partnership with the Brisbane, Caltrans, the City and County of San Francisco, and City of South San Francisco. Key stakeholders on the project include community-based organizations, State and federal regulatory agencies, regional science collaboratives, and local agencies and landowners. Before the Plan is submitted to BCDC for approval, which is expected in the summer of 2028, it will be brought before the Brisbane City Council for adoption.



Concurrent with the Plan, OneShoreline is advancing the Brisbane Living Shoreline Project (“LSP”), an effort along the same shoreline reach with a goal to restore approximately 100 acres of eelgrass and 50 acres of oyster habitat, with anticipated flood protection benefits. As described in Agenda item 4C for today’s meeting and in Resolution 2026-06-22-A, OneShoreline will lead the LSP in partnership with the City of Brisbane with scientific partners from the Smithsonian Environmental Research Center, San Francisco Bay National Estuarine Research Reserve, and Estuary and Ocean Science Center at San Francisco State University, and community partner Literacy for Environmental Justice for educational and stewardship activities. Resolution 2026-06-22-A authorizes the CEO to accept a \$962,500 Measure AA grant from San Francisco Bay Restoration Authority (“SFBRA”) to fund the LSP. Following Board adoption, OneShoreline staff will work with SFBRA over the next few months to finalize the grant workplan and execute a grant agreement. Following that, OneShoreline will execute a Task Order to initiate work on the LSP aspect of this MSA.

### *Procurement Process*

On April 10, 2026, OneShoreline issued a Request for Proposals seeking a multidisciplinary technical consulting team to complete the Plan and support the development of the LSP. Five teams submitted proposals, and three were advanced to interviews following an initial evaluation of qualifications, technical approach, cost, and experience. A selection panel of OneShoreline staff and City of Brisbane staff (City Engineer and Sustainability Manager) selected Moffatt & Nichol as the top ranked team. The subconsultants on the selected team include H.T. Harvey & Associates, Good City Company, Fehr & Peers, and Lotus Water.

### *Proposed MSA*

The MSA period of performance is from July 1, 2026–June 30, 2030, and will cover at least two Task Orders to be authorized by OneShoreline. Task Order Number 1 (“TO#1”) covers development and completion of the Plan during an approximately two-year period through mid-2028. Task Order Number 2 (“TO#2”) – to be executed later this year while TO#1 is underway and after a grant agreement between OneShoreline and SFBRA has been signed – will cover Living Shoreline Project support. At this Board meeting, we will summarize the activities under TO#1 and seek Board authorization to execute it in the next Agenda item 4E.

No work under the MSA shall be billable to OneShoreline without prior written authorization from OneShoreline by way of a Task Order executed by the CEO, as authorized by the Board. The CEO will provide updates to the Board on progress under this MSA. In the future, OneShoreline staff may propose to the Board to amend the MSA to add additional Task Orders should additional funding become available.

### **Impact on OneShoreline Resources**

The MSA not-to-exceed amount of \$675,000 represents the estimated costs to:

- complete the Brisbane Shoreline Resilience Plan under TO#1 for a not-to-exceed amount of \$476,000 funded by the OPC, and
- provide planning, engineering, and permitting support for the Brisbane Living Shoreline Project under TO#2 for a not-to-exceed amount of \$199,000 to be funded by the SFBRA.

Consultant and OneShoreline staff costs associated with the Plan are included in the Draft Fiscal Year 2026-27 Operating Budget presented to Board earlier at this Board meeting, while similar costs associated with the Living Shoreline Project are included in the Draft Fiscal Year 2026-27 Capital Projects Budget presented earlier because the LSP may result in constructed assets owned and maintained by OneShoreline. In June 2027, these costs will be included in the FY2027-28 budgets.

### **Attachment**

Draft Master Services Agreement with Moffatt & Nichol for Brisbane Shoreline Resilience Planning

Master Service Agreement No. 2026-06-25-MN

**DRAFT MASTER SERVICE AGREEMENT BETWEEN THE  
SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
AND MOFFATT & NICHOL FOR BRISBANE SHORELINE RESILIENCE PLANNING**

This Master Service Agreement ("Agreement") is entered into by and between the San Mateo County Flood and Sea Level Rise Resiliency District, an independent special district ("OneShoreline"), and Moffatt & Nichol ("Consultant") (together, the "Parties") effective July 1, 2026.

**Recitals**

WHEREAS, pursuant to the San Mateo County Flood Control District Act (Assembly Bill 825), OneShoreline is authorized to contract with independent consultants for the furnishing of professional and related services; and

WHEREAS OneShoreline has conducted a competitive procurement process for the Brisbane Shoreline Resilience Planning services and selected Consultant to provide such services; and

WHEREAS OneShoreline desires to retain Consultant as an independent contractor, and Consultant represents that it possesses the qualifications, experience, personnel, and expertise necessary to perform the services contemplated by this Agreement; and

WHEREAS this Agreement establishes the terms and conditions under which Consultant may provide services to OneShoreline; and

WHEREAS the Master Scope of Services attached as Exhibit A identifies the categories of services that may be authorized by OneShoreline through one or more Task Orders issued pursuant to this Agreement; and

WHEREAS the Parties intend that services under this Agreement shall be authorized and performed only through Task Orders issued by OneShoreline in accordance with the terms of this Agreement.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. **Definitions.** For purposes of this Agreement, the following terms shall have the meanings set forth below:

(a) "Agreement Maximum Amount" means the maximum aggregate compensation payable by OneShoreline to Consultant under this Agreement, including all Task Orders and amendments, unless increased by written amendment executed by the Parties.

(b) "Task Order" means a written authorization executed pursuant to this Agreement that identifies the specific services, deliverables, schedule, compensation, and other requirements applicable to a particular phase or portion of the work.

(c) "Task Order Not-to-Exceed Amount" means the maximum compensation authorized under a specific Task Order, as set forth in the applicable Task Order, unless modified by written amendment.

(d) "Notice to Proceed" means a written authorization issued by OneShoreline directing Consultant to commence work under an approved Task Order. Consultant shall not begin work and shall not be entitled to compensation for services performed prior to issuance of a Notice to Proceed.

2. **Exhibits.** The following exhibits are attached to this Agreement and incorporated by this reference:

Exhibit A – Master Scope of Services

Exhibit B – Compensation Schedule

Exhibit C – Task Order Authorization Form Template

3. **Services.** In consideration of the payments set forth in this Agreement and in Exhibit B, Consultant shall perform services for OneShoreline in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A. No work for any task within Exhibit A by Consultant shall commence or be billable to OneShoreline without prior written authorization by OneShoreline.
4. **Payments.** In consideration of the services provided by Consultant in accordance with all terms set forth in this Agreement and in Exhibit A, OneShoreline shall make payment to Consultant based on the rates and in the manner specified in Exhibit B. OneShoreline reserves the right to withhold payment if OneShoreline determines that the quantity or quality of the work performed is unacceptable. In no event shall OneShoreline's total fiscal obligation under this Agreement exceed six hundred and seventy-five thousand dollars (\$675,000). In the event that OneShoreline makes any advance payments, Consultant agrees to refund any amounts in excess of the amount owed by OneShoreline at the time of contract termination or expiration. Consultant is not entitled to payment for services not performed as required by this Agreement.
5. **Term.** Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2026, to June 30, 2030.
6. **Time of Performance.** The services shall be performed on a timely, regular basis in accordance with the Schedule established in the applicable Task Order.
7. **Standard of Care.** As a material inducement to OneShoreline to enter into this Agreement, Consultant hereby represents that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement, and will perform the services to a standard of reasonable professional care, for similar services on similar projects of like size and nature performed.
8. **Standard of Performance.** Consultant shall perform all work under this Agreement to all recognized applicable professional standards and pursuant to the above stated Standard of Care. Consultant hereby represents and covenants that it shall follow the professional standards used by a competent practitioner in performing all services required hereunder.
9. **Termination.**
  - (a) This Agreement may be terminated by Consultant or by OneShoreline at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Consultant shall be entitled to receive payment for services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the services completed to the services required by the Agreement.
  - (b) OneShoreline may terminate this Agreement or a portion of the services referenced in the Exhibits based upon the unavailability of Federal, State, or other outside funds by providing written notice to Consultant as soon as is reasonably possible after OneShoreline learns of said unavailability of outside funding.
  - (c) OneShoreline may also terminate this Agreement for cause, which is separate from the ability to terminate without cause as described above. In order to terminate for cause, OneShoreline must first give Consultant notice of the alleged breach. Consultant shall then have 10 calendar days after receipt of such

notice to cure the alleged breach. If Consultant fails to cure the breach within this period, OneShoreline may immediately terminate this Agreement without further action. In the event that OneShoreline provides notice of an alleged breach pursuant to this section, OneShoreline may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. OneShoreline has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and OneShoreline shall use reasonable judgment in making that determination.

**10. Suspension.** OneShoreline may, in writing, order Consultant to suspend all or any part of the Consultant's services under this Agreement for the convenience of OneShoreline or for work stoppages beyond the control of OneShoreline or Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of the work does not void this Agreement. In the event that work is suspended for a period of time that materially impacts the project schedule, the Parties will negotiate in good faith to adjust, by mutual agreement, the project schedule and the cost for completion.

**11. Contract Materials.** Upon expiration or termination of this Agreement, all finished or unfinished work products, documents, data, studies, maps, photographs, and other materials and efforts conducted by Consultant under this Agreement shall become the property of OneShoreline and shall be promptly delivered to OneShoreline. Consultant shall not be held liable for any modification or re-use by OneShoreline of delivered materials for purposes outside this Agreement.

**12. Relationship of Parties.** Consultant agrees and understands that the work/services performed under this Agreement are performed as an independent Consultant and not as an employee of OneShoreline and that neither Consultant nor its employees acquire any of the rights, privileges, powers, or advantages of OneShoreline employees.

**13. Hold Harmless.** Consultant shall indemnify and hold harmless OneShoreline and its officers, agents, employees, and servants from and against any and all claims, suits, or actions of every name, kind, and description resulting from or otherwise arising out of Consultant's performance under this Agreement, or payments made pursuant to this Agreement brought for or on account of: (a) injuries to or death of any person, including Consultant or its employees/officers/agents; (b) damage to any property of any kind whatsoever and to whomsoever belonging; and/or (c) any other loss or cost, including, without limitation, that caused by the concurrent active or passive negligence of OneShoreline and/or its officers, agents, employees, or servants. However, Consultant's duty to indemnify and hold harmless under this section shall not apply to injuries or damage for which OneShoreline has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct. The duty of Consultant to indemnify and hold harmless as set forth by this section shall continue after termination of the Agreement and shall include the duty to defend as set forth in Civil Code Section 2778.

**14. Assignability and Subcontracting.** Consultant shall not assign this Agreement nor any portion of it to a third party or subcontract with a third party to provide services required by Consultant under this Agreement without the prior written consent of OneShoreline. Any such assignment or subcontract without OneShoreline's prior written consent shall give OneShoreline the right to automatically and immediately terminate this Agreement without penalty or advance notice.

**15. Payment of Permits/Licenses.** Consultant bears responsibility to obtain any license, permit, or approval required from any agency for services to be performed under this Agreement at Consultant's own expense prior to commencement of said services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

**16. Insurance.**

(a) Consultant shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by OneShoreline. Consultant shall furnish OneShoreline with certificates of insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to OneShoreline of any cancellation, and specific to professional liability, of any material change of the policy. Notwithstanding the foregoing, Consultant shall provide OneShoreline prompt notice of any material change in the required policies.

(b) During the term of this Agreement, Consultant shall have in effect workers' compensation and employer's liability insurance providing full statutory coverage, as required by Section 1861 and Section 3700 of the California Labor Code.

(c) During the term of this Agreement, Consultant shall take out and maintain such bodily injury liability and property damage liability insurance as shall protect Consultant and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant, any subconsultant, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

Comprehensive General Liability.....	\$2,000,000
Motor Vehicle Liability Insurance... ..	\$1,000,000
Professional Liability.....	\$1,000,000

OneShoreline and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance (except professional liability insurance), which shall also contain a provision that (i) the insurance afforded thereby to OneShoreline and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (ii) if OneShoreline or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

(d) In the event of the breach of any provision of this section, including receipt of a notice indicating required insurance coverage will be diminished or cancelled, notwithstanding any other provision of this Agreement to the contrary, OneShoreline may immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

**17. Compliance With Laws.**

(a) All services to be performed by Consultant pursuant to this Agreement shall be performed in accordance with all applicable laws, ordinances, and regulations, including, without limitation: the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder; the Americans with Disabilities Act of 1990, as amended, and the nondiscrimination requirements of 41 C.F.R. 60-741.5(a); if applicable, Section 504 of the Rehabilitation Act of 1973; and all other applicable Federal, State, and/or local laws prohibiting discrimination on the basis of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information; all applicable equal opportunity laws and requirements; and all applicable equal benefits laws and requirements, including, without limitation, laws

prohibiting discrimination in the provision of equal benefits on the basis that the spouse or domestic partner of the Consultant's employee is of the same or opposite sex as the employee.

(b) During the performance of this Agreement, Consultant (and any subconsultants) shall not unlawfully discriminate, harass or allow harassment, against any person because of sex, sexual orientation, race, color, religious creed, marital status, denial of family and medical care leave, ancestry, national origin, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation. Consultant (and any subconsultants) shall ensure that the evaluation and treatment of all persons, and particularly their employees and applicants for employment are free from such discrimination and harassment. Consultant (and any subconsultants) shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs, tit. 2, §7285.0 et seq.), the provisions of which are incorporated by reference herein and made a part hereof as if set forth in full. Consultant shall include the non-discrimination and compliance provisions of this section in any and all subcontracts to perform work under the Agreement, which are subject to OneShoreline approval pursuant to Section 13.

(c) All services to be performed by Consultant under this Agreement shall also be performed in accordance with all applicable laws, ordinances and regulations, including, without limitation, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

(d) Consultant shall timely and accurately complete, sign, and submit all necessary documentation evidencing compliance with the requirements of this section. In addition, Consultant certifies that no finding of discrimination has been issued against Consultant in the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any such finding(s) of discrimination have been issued against Consultant within the past 365 days, Consultant shall provide OneShoreline with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Consultant shall also report to OneShoreline CEO the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this section within 30 days of such filing, unless the complaint or allegation is dismissed within such 30 days. The report shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

(e) Violation of and/or failure to comply with the provisions of this section shall be considered a material breach of the Agreement, subjecting the Agreement to immediate termination at the sole option of OneShoreline and subjecting Consultant to penalties, disqualification from being considered for or being awarded a OneShoreline contract for up to 3 years, and/or other sanctions.

**18. Retention of Records; Right to Monitor and Audit.**

(a) Consultant shall maintain all required records relating to services provided under this Agreement for three (3) years after OneShoreline makes final payment and all other pending matters are closed, and Consultant shall be subject to the examination and/or audit by a Federal grantor agency, the State and/or OneShoreline.

(b) Consultant shall comply with all program and fiscal reporting requirements set forth by all applicable Federal, State, and local agencies and as required by OneShoreline.

(c) Consultant agrees upon reasonable notice to provide to OneShoreline or its authorized representative, to any Federal or State department having monitoring or review authority, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

19. **Merger Clause; Amendments.** This Agreement, including all Exhibits and other attachments incorporated by reference, constitutes the sole Agreement of the Parties and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or other attachment, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the Parties not expressly stated in this Agreement are not binding. All subsequent modifications or amendments of the Agreement shall be in writing and signed by the Parties.

20. **Controlling Law; Venue.** The validity of this Agreement and of its terms, the rights and duties of the Parties, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

21. **Notices.** Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (a) transmitted via email to the email address listed below; and (b) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of OneShoreline, to:

Name/Title: Len Materman, CEO  
Address: 1700 South El Camino Real, Suite 502, San Mateo, CA 94402  
Telephone: 650-867-7768  
Email: [Len@OneShoreline.org](mailto:Len@OneShoreline.org)

In the case of Consultant, to:

Name/Title: Younes Nouri  
Address: 555 13<sup>th</sup> Ave, Suite 625, Oakland, CA 94612  
Telephone: (510) 645-1238  
Email: [ynouri@moffattnichol.com](mailto:ynouri@moffattnichol.com)

22. **Confidentiality.** Consultant, in the course of its duties, may have access to financial, accounting, statistical, and personal data of private individuals and employees of OneShoreline. Consultant covenants that all such confidential data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement shall not be disclosed by Consultant without written authorization by OneShoreline. OneShoreline shall grant such authorization if disclosure is required by law. Upon request, all OneShoreline data shall be returned to OneShoreline upon the termination of this Agreement, provided that Consultant may retain a copy of OneShoreline data used in the performance services exclusively for legal retention purposes, and shall not be required to return or destroy electronic files which have been archived

under Consultant's business system backup procedures. Consultant shall keep any such retained OneShoreline data in compliance with all document retention requirements of this Agreement, and such obligation shall survive for so long as Consultant retains any OneShoreline data. Consultant's covenant under this section shall survive the termination of this Agreement. It is hereby agreed that the following information is not considered to be confidential under this Agreement:

- a. Information already in the public domain;
- b. Information disclosed to Consultant by a third party who is not under a confidentiality obligation;
- c. Information developed by or in the custody of Consultant before entering into this Agreement;
- d. Information developed by Consultant through its work with other clients; and
- e. Information required to be disclosed by law or regulation, including, but not limited to, the California Public Records Act or subpoena, court order, or administrative order.

**23. Non-Waiver of Terms, Rights and Remedies.** Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by OneShoreline of any payment to Consultant constitute or be construed as a waiver by OneShoreline of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by OneShoreline shall in no way impair or prejudice any right or remedy available to OneShoreline with regard to such breach or default.

**24. Electronic Signatures.** The Parties wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law.

\*\*\*\*\*

In witness of and in agreement with this Agreement's terms and conditions, the Parties, by their duly authorized representatives, affix their respective signatures:

**For Consultant, Moffatt & Nichol:**

\_\_\_\_\_  
Jaclyn Gnusti, PE  
Moffatt & Nichol  
Business Unit Lead

\_\_\_\_\_  
Date

**For OneShoreline:**

\_\_\_\_\_  
Len Materman  
Chief Executive Officer

\_\_\_\_\_  
Date

## **Exhibit A – Master Scope of Services**

The purpose of this Agreement is to provide professional planning, technical, environmental, engineering, community engagement, regulatory, and implementation support services to assist OneShoreline in developing and implementing shoreline resilience, sea level rise adaptation, flood resilience, habitat restoration, and related climate adaptation initiatives within the Brisbane planning area.

The scope set forth herein describes the program of services for which the Consultant is engaged. Deliverables, schedules, and compensation for each phase of work shall be specified in individual Task Orders executed by both parties under the Agreement. Additional services outside of those described herein must be authorized by the OneShoreline's representative in writing prior to the commencement of that work. No work shall commence under any Task Order until it has been duly executed. In the event of a conflict between this Exhibit and an executed Task Order, the Task Order governs for the specific work it covers.

All services shall be performed in accordance with the Regional Shoreline Adaptation Plan (RSAP) Guidelines issued by the San Francisco Bay Conservation and Development Commission (BCDC), the requirements of Ocean Protection Council (OPC) SB1 grant and the San Francisco Bay Restoration Authority (SFBRA) Measure AA grant funding this work, and all terms and conditions of the Agreement.

Services authorized under this Agreement may include, but are not limited to, the following:

1. Project management, coordination, reporting, scheduling, budgeting, quality assurance, and grant compliance support.
2. Community engagement, stakeholder coordination, agency consultation, facilitation, public outreach support, preparation of presentation materials, and documentation of public and stakeholder input.
3. Existing conditions assessments, data collection and synthesis, GIS mapping, technical studies, hazard analyses, vulnerability assessments, risk assessments, and related planning analyses.
4. Development of shoreline resilience, sea level rise adaptation, flood risk reduction, habitat restoration, and climate resilience strategies, alternatives, pathways, conceptual designs, and implementation approaches.
5. Preparation of resilience plans, adaptation plans, policy analyses, land use recommendations, implementation strategies, funding strategies, project prioritization frameworks, monitoring programs, and related planning documents.
6. Coordination with scientific research partners, technical advisory groups, regulatory agencies, tribal representatives, local governments, infrastructure operators, and other stakeholders.
7. Environmental review, permitting strategy development, regulatory coordination, permit application preparation, and compliance support, including services related to CEQA and other applicable environmental laws and regulations.
8. Engineering, constructability, cost estimating, design coordination, implementation planning, monitoring, maintenance planning, and related technical support for shoreline resilience and habitat restoration projects.
9. Preparation of reports, memoranda, technical analyses, maps, graphics, presentations, databases, and other work products necessary to support planning, regulatory review, funding, approval, implementation, and adaptive management activities.

The specific services, deliverables, schedule, compensation, and performance requirements for each phase of work shall be established through Task Orders executed pursuant to this Agreement. Consultant shall perform only those services expressly authorized in an executed Task Order.

**Exhibit B – Compensation Schedule**

In consideration of the services authorized pursuant to this Agreement and the applicable Task Orders, OneShoreline shall compensate Consultant in accordance with the rates set forth in this Exhibit and the budget authorized under each Task Order.

The Agreement Maximum Amount is six hundred and seventy-five thousand dollars (\$675,000).

No work shall be performed, and no compensation shall be payable, except as authorized by an executed Task Order and Notice to Proceed issued by OneShoreline.

Compensation authorized under each Task Order shall not exceed the following amounts unless modified by written amendment:

<b>Task Order</b>	<b>Description</b>	<b>Not-to-Exceed Amount</b>
<b>Task Order 1</b>	Brisbane Shoreline Resilience Plan	\$476,000
<b>Task Order 2</b>	Brisbane Living Shoreline Project	\$199,000
<b>Total Agreement Maximum Amount</b>		<b>\$675,000</b>

Consultant shall submit itemized invoices by Task Order in a form acceptable to OneShoreline. Each invoice shall identify the applicable Task Order number, Agreement number, billing period, personnel, hours worked, applicable billing rates, reimbursable expenses, and a description of services performed sufficient for OneShoreline to verify the work completed. Consultant shall bill in accordance with Exhibit B-1. Reimbursable expenses are payable only if specifically authorized in the applicable Task Order. Notwithstanding any language contained in the attached rate schedules, rates shall remain fixed for the duration of the Agreement unless modified by written amendment executed by OneShoreline.

**Remit Invoices to:**

San Mateo County Flood and Sea Level Rise Resiliency District  
1700 South El Camino Real, Suite 502  
San Mateo, CA 94402  
Email: LDong@OneShoreline.org, CC: CKeating@OneShoreline.org

Payment will be made within 45 days of invoice receipt.

**Exhibit B-1 – Labor Rate Schedules**



moffatt & nichol

**RATE SCHEDULE FOR PROFESSIONAL SERVICES**

Effective January 1, 2026, Until Revised

	<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
<b>PROFESSIONALS</b>	Supervisory Engineer/Scientist	\$366.00
	Senior Engineer/Scientist	\$344.00
	Engineer/Scientist III	\$326.00
	Engineer/Scientist II	\$286.00
	Engineer/Scientist I	\$257.00
	Staff Engineer/Scientist	\$212.00
<b>TECHNICIANS</b>	Senior Technician	\$276.00
	Designer	\$260.00
	CADD II	\$224.00
	CADD I	\$172.00
<b>PROJECT ADMINISTRATION/CLERICAL</b>	Project Assistant/General Clerical	\$106.00
	Administrator II/Word Processing Project	\$128.00
	Administrator	\$143.00
	Senior Project Administrator	\$160.00
<b>SPECIAL</b>	Principal Engineer/Scientist Deposition and Trial Testimony	\$383.00 \$825.00
<b>ARCHITECTURAL SERVICES</b>	Principal Architect/Planner/Designer	\$380.00
	Senior Architect/Landscape Architect	\$302.00
	Senior Project Designer	\$270.00
	Architect/Landscape Architect	\$208.00
	Senior Designer	\$166.00
	Designer	\$135.00
<b>REIMBURSABLE EXPENSES (Unless Otherwise Provided in Written Agreement)</b>		
<b>Subcontracts or Outside Services</b>		Cost + 10%
<b>Reproductions</b>	– In House	
	Mylar Plots (B/W) Color	\$2.85/SF
	Plots	\$5.15/SF
	Vellum Plots (B/W) Bond	\$1.80/SF
	Plots (B/W) Drawing	\$1.20/SF
	Reproduction	Cost +10%
	Document Reproduction	\$0.18/sheet
	– Outside Reproduction	
		Cost + 10%
<b>High Performance Cluster (HPC) Computer</b>		\$0.061/core hour
<b>Travel</b>	Company Auto	Prevailing IRS
	Rental Vehicle	Cost
	Airfare	Cost
	Meals and Lodging	Cost

# Fehr & Peers

2025-2026  
(July 2025 through June 2026)  
Hourly Billing Rates

Classification	Hourly Rate
Principal	\$280.00 – \$460.00
Senior Associate	\$240.00 – \$335.00
Associate	\$215.00 – \$290.00
Senior Engineer/Planner	\$165.00 – \$240.00
Engineer/Planner	\$140.00 – \$200.00
Senior Engineering Technician	\$160.00 – \$255.00
Senior Project Accountant	\$125.00 – \$190.00
Senior Project Coordinator	\$135.00 – \$225.00
Project Coordinator	\$120.00 – \$190.00
Technician	\$155.00 – \$195.00
Intern	\$100.00 – \$160.00

- Other Direct Costs / Reimbursable Expenses are invoiced at cost plus 10% for handling.
- Personal auto mileage is reimbursed at the current IRS approved rate (72.5 cents per mile as of Jan 2026).
- Technology & Security Fee (software licensing, hardware upgrades, secure data storage, etc.) are invoiced and calculated as a percentage of monthly project labor.

Fehr & Peers reserves the right to change these rates at any time with or without advance notice.



# BILLING RATES

Good City prides itself on being a cost-effective solution for public sector agencies. Staff retains detailed timesheets and works efficiently to ensure the client is getting the best value for the services.

TITLE	2026 Hourly Rate
» <b>Principal/Partner</b>	\$280
» <b>Planning Director</b>	\$250
» <b>Economic Development Director</b>	\$250
» <b>Principal Planner/Planning Manager</b>	\$215
» <b>Public Policy Lead</b>	\$200
» <b>Economic Development Lead</b>	\$200
» <b>Senior Planner/Project Manager</b>	\$190
» <b>Senior Economic Development Planner</b>	\$190
» <b>Housing Services Consultant</b>	\$185
» <b>Associate Planner</b>	\$155
» <b>Economic Development Associate</b>	\$155
» <b>Assistant Planner</b>	\$140
» <b>Planning Technician</b>	\$115
» <b>Marketing Specialist/Graphic Designer</b>	\$110
» <b>Administrative Specialist</b>	\$100

Subconsultant Contracts Direct Billing + 10% oversight fee.

Reproduction Costs Direct Billing. Rates subject to adjustment

January 1st of each year. Mileage is reimbursed at the IRS rate.



**H. T. HARVEY & ASSOCIATES**

Ecological Consultants

**Professional Fees**

*Fees Effective January 1, 2026*

<b>Personnel Classification</b>	<b>Hourly Billing Rate</b>
Principal	\$ 375–406
Technical Advisor	\$ 349
Senior Associate	\$ 343
Senior Analyst 2	\$ 339
Associate	\$ 312
Senior Analyst 1	\$ 309
Senior Ecologist 2	\$ 280
Analyst 3	\$ 280
Analyst 2	\$ 255
Senior Ecologist 1	\$ 246
Analyst 1	\$ 231
Ecologist 2	\$ 215
Ecologist 1	\$ 188
Technician 2	\$ 178
Field Biologist 2	\$ 160
Technician 1	\$ 139
Field Biologist 1	\$ 134
Senior GIS Analyst	\$ 246
GIS Analyst	\$ 188
Technical Editor	\$ 175
Senior Technical Support	\$ 160
Technical Support	\$ 134
Technical Specialist 1	\$ 107

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Billing rates are subject to annual increases and will be adjusted at the beginning of each calendar year.

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2026

## Standard Hourly Rates

*Compensation for work performed on a time-and-materials basis will be based upon the following labor billing rates:*

<b>TITLE/ROLE</b>	<b>HOURLY RATE</b>
Principal	\$321.00
Senior Engineer/Senior PM	\$289.00
Project Manager/Engineer IV	\$247.00
Project Engineer/Engineer III	\$200.00
Design Engineer/ Engineer II	\$189.00
Staff Engineer/Engineer I	\$179.00
Senior Planner	\$234.00
Watershed Planner IV	\$213.00
Watershed Planner III	\$195.00
Watershed Planner II	\$179.00
Watershed Planner I	\$168.00
CADD/Graphics	\$163.00
Project Assistant	\$150.00

**Exhibit C – Task Order Authorization Form Template**

**TASK ORDER AUTHORIZATION**

**MASTER SERVICE AGREEMENT BETWEEN THE  
SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT  
AND MOFFATT & NICHOL**

**Task Order No.:**

**Project:** Brisbane Shoreline Resilience Planning

**Date Issued:**

**Master Service Agreement No.:** [2026-06-25-MN]

This Task Order is issued pursuant to the Master Service Agreement (Agreement) between the San Mateo County Flood and Sea Level Rise Resiliency District, an independent special district (“OneShoreline”), and Moffatt & Nichol (“Consultant”). Consultant shall perform the services described in this Task Order in accordance with the terms and conditions of the Agreement.

1. **Scope of Services.** Consultant shall perform the services described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference.

2. **Deliverables.** Consultant shall provide the deliverables identified in Attachment A in accordance with the schedule set forth therein.

3. **Schedule.**

Notice to Proceed Date:

Completion Date:

Key milestones, if any, are identified in Attachment A.

4. **Compensation.** Compensation for services performed under this Task Order shall not exceed: \$ \_\_\_\_\_ (“Task Order Not-to-Exceed Amount”). Compensation shall be in accordance with the fee schedule and payment provisions contained within the Agreement and the Budget attached as Attachment B.

5. **Subconsultants.** The following subconsultants are authorized to perform work under this Task Order:

Firm	Role

6. **Special Requirements.** The following special requirements apply to this Task Order:

None

Grant Requirements (Attachment C)

Other: \_\_\_\_\_

7. **Authorization.** No work shall commence until this Task Order has been fully executed and a Notice to Proceed has been issued by OneShoreline.

The total compensation authorized under this Task Order shall not exceed the amount identified in Section 4 unless amended in writing.

**ONESHORELINE**

**MOFFATT & NICHOL**

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By: Len Materman

---

By:

Title: Chief Executive Officer

Title:

Date:

Date:

ATTACHMENT A – SCOPE OF WORK, DELIVERABLES, AND SCHEDULE  
ATTACHMENT B – BUDGET  
ATTACHMENT C – GRANT-SPECIFIC REQUIREMENTS (IF APPLICABLE)

**San Mateo County Flood and Sea Level Rise Resiliency District**  
**Agenda Report**

**Date:** June 22, 2026  
**To:** San Mateo County Flood and Sea Level Rise Resiliency District Board of Directors  
**From:** Len Materman, Chief Executive Officer (“CEO”)  
**Subject:** Authorize the CEO to execute Task Order Number 1 to the Master Service Agreement for Brisbane Shoreline Resilience Planning to complete the Brisbane Shoreline Resilience Plan for a not-to-exceed amount of \$476,000

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**Recommendation**

That the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) Board of Directors (“Board”) authorize the CEO to execute Task Order Number 1 (“TO#1”) under the Brisbane Shoreline Resilience Planning Master Services Agreement (“MSA”) with Moffatt & Nichol in an amount not to exceed \$476,000, which includes a \$50,000 contingency controlled by OneShoreline, to complete the Brisbane Shoreline Resilience Plan.

**Background and Discussion**

Project work authorized under the MSA is described in the staff report for the previous Agenda Item (4D). TO#1 of the MSA authorizes Moffatt & Nichol to complete the Brisbane Shoreline Resilience Plan (“Plan”). Under the guidance of OneShoreline, Moffatt & Nichol would serve as the primary author of the Plan and lead the technical work of Moffatt & Nichol and its subconsultants in all of the areas required by the Bay Conservation and Development Commission’s (“BCDC”) Regional Shoreline Adaptation Plan (“RSAP”). The process to develop the Plan will include significant input from the City of Brisbane, as well as other partners, including Caltrans, the City & County of San Francisco, and the City of South San Francisco, and through a Technical Advisory Committee and robust community engagement.

Specific tasks within TO#1 include project management, technical and community engagement, BCDC consultations, existing conditions and vulnerability assessment, and Plan development. Plan development includes creating adaptation strategies and pathways, land use and policy recommendations, an implementation plan and funding strategy, and a project list. These tasks are described in detail in the attached TO#1 Scope of Services and Fee Schedule.

Until a future Task Order is approved by the Board, Moffatt & Nichol is authorized to work on, and bill its time for, only the tasks within TO#1. The TO#1 term is from July 1, 2026 until June 30, 2028, unless extended, and its not-to-exceed amount is \$476,000, which includes a \$50,000 contingency controlled by OneShoreline. The CEO will provide regular updates to the Board on progress and will return to the Board for authorization to execute subsequent Task Orders.

**Impact on OneShoreline Resources**

The MSA TO#1 not-to-exceed amount of \$476,000 falls under the amount awarded by the Ocean Protection Council (“OPC”) to OneShoreline, which was discussed by the Board when it approved an August 25, 2025 resolution to accept the grant. TO#1 satisfies the technical requirements of the OPC grant agreement, except for community and tribal engagement, which will be the subject of future separate Agreements. These costs, and costs associated with OneShoreline staff time on this project, are accounted for in the Fiscal Year 2026-27 Operating Budget and will be included in the FY 2027-28 budget to be presented to the Board for approval in June 2027.

**Attachment**

Draft TO#1 to the Master Services Agreement with Moffatt & Nichol for the Brisbane Shoreline Resilience Plan

**DRAFT TASK ORDER AUTHORIZATION**

**MASTER SERVICE AGREEMENT BETWEEN  
ONESHORELINE AND MOFFATT & NICHOL**

**Task Order No:** 1

**Project:** Brisbane Shoreline Resilience Planning

**Date Issued:** July 1, 2026

**Master Service Agreement No.:** 2026-06-25-MN

This Task Order is issued pursuant to the Master Service Agreement (Agreement) between the San Mateo County Flood and Sea Level Rise Resiliency District, an independent special district (“OneShoreline”), and Moffatt & Nichol (“Consultant”). Consultant shall perform the services described in this Task Order in accordance with the terms and conditions of the MSA.

1. **Scope of Services.** Consultant shall perform the services described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference.

2. **Deliverables.** Consultant shall provide the deliverables identified in Attachment A in accordance with the schedule set forth therein.

3. **Schedule.**

Notice to Proceed Date: July 1, 2026

Completion Date: June 30, 2028

Key milestones, if any, are identified in Attachment A.

4. **Compensation.** Compensation for services performed under this Task Order shall not exceed: **\$476,000** (“Task Order Not-to-Exceed Amount”).

The Task Order Not-to-Exceed Amount is inclusive of a fifty thousand dollar (\$50,000) contingency controlled by OneShoreline.

Compensation shall be in accordance with the fee schedule and payment provisions contained within the Agreement and the budget attached as Attachment B.

5. **Subconsultants.** The following subconsultants are authorized to perform work under this Task Order:

<b>Firm</b>	<b>Role</b>
<b>H.T. Harvey &amp; Associates</b>	Ecological restoration, nature-based adaptation, environmental planning and regulatory support
<b>Good City Company</b>	Land use and policy integration for planning and implementation strategies
<b>Fehr &amp; Peers</b>	Transportation planning and Bay Trail coordination
<b>Lotus Water</b>	Lagoon hydraulics, drainage and stormwater network evaluation, hydrology and hydraulics

6. **Special Requirements.** The following special requirements apply to this Task Order: None.

7. **Authorization.** No work shall commence until this Task Order has been fully executed and a Notice to Proceed has been issued by OneShoreline.

The total compensation authorized under this Task Order shall not exceed the amount identified in Section 4 unless amended in writing.

**ONESHORELINE**

**MOFFATT & NICHOL**

---

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By: Len Materman

By:

Title: Chief Executive Officer

Title:

Date:

Date:

ATTACHMENT A – SCOPE OF WORK, DELIVERABLES, AND SCHEDULE

ATTACHMENT B – BUDGET

## Attachment A – Scope of Work, Deliverables, and Schedule

### Scope of Work & Deliverables

Key tasks for Task Order 1 (TO#1) are to: 1) develop a refined existing conditions and vulnerability assessment, and 2) develop a Brisbane Shoreline Resilience Plan (Plan) that integrates stakeholder, Technical Advisory Committee (TAC), and community input compliant with the Bay Conservation and Development Commission (BCDC) Regional Shoreline Adaptation (RSAP) standard and provides land use and policy guidance and recommendations for implementation and funding opportunities.

#### TASK 1: PROJECT MANAGEMENT

##### Task 1.1 Plan Template and Figure/Map Style Guide

Upon notice to proceed, Moffatt & Nichol (M&N) will prepare a Plan template and graphics style guide applicable to figures, maps and illustrative exhibits to be presented in the Plan. The template will provide an outline of the RSAP plan document, cover page, introduction, page formatting, table of contents, header structure, font types and sizes, and color scheme guideline. M&N will produce a Figure/Map Style Guide to provide guidelines for development of GIS maps to achieve a coherent style and presentation throughout the final plan document. The style guide will delve into layout of map elements, and provide guidance on visual hierarchy, symbology, color palette, legibility, labels and callouts, formatting of map titles, legend, scale bar, units, north arrow, coordinate system reference and planar coordinate projection, data sources, map author, map version, map QC, and dates. All Plan documents shall comply with WCAG 2.0 AA, Section 508, and California Department of Rehabilitation accessibility guidance.

##### Task 1.2 Project Management Plan

Upon notice to proceed, M&N will prepare a project management plan (PMP) in draft and final form. The plan will serve as a living document over the course of the project to integrate and document project execution and changes made. The PMP establishes the framework for preparing the RSAP in accordance with BCDC guidelines. At a minimum, the PMP will identify the planning process, project goals and objectives, lead agency and partner roles, project team responsibilities, work plan, schedule, deliverables, and anticipated BCDC consultation milestones.

The PMP will be coordinated with the Engagement Plan prepared by others and will reference engagement roles, schedule milestones, and decision points as needed to support an integrated RSAP planning process. The PMP will not duplicate the Engagement Plan, but will identify how engagement outcomes, stakeholder coordination, and BCDC consultation will be incorporated into the overall work plan and deliverable schedule.

As appropriate, the PMP may also document internal project controls, including communication protocols, meeting schedules, submittal tracking, quality control procedures, data and document management, budget and amendment tracking, risk management, change management, and project closeout procedures.

##### Task 1.3 Monthly Invoicing and Progress Reports

Invoicing will be submitted monthly with supporting progress reporting. M&N will meet template, formatting, and reporting submittal requirements as requested by OneShoreline and OPC grant requirements.

Key deliverables under this task include:

- › Monthly progress reports and invoices.

##### Task 1.4 Meeting Agendas, Materials and Notes

M&N will maintain a shared communications file, organized by stakeholder/agency and meeting date, inclusive of meeting agendas, meeting materials, and summary notes. Meeting agendas will include a clear objective, specific discussion topics, and assigned speakers. For longer meetings, agenda items may include time allocations to facilitate meeting execution within the allotted meeting time. Relevant pre-read materials will be provided with the agenda in advance of meetings. Agendas will state the topic of the meeting, objectives, and goals as needed, list attendees, notes, and list of actions pending from prior meetings. Meeting minutes will convey a record of meeting actions and decisions, for filing purposes record the meeting date, time, and location, attendees, discussions and decisions, next steps and action items. Agenda and Minutes of Meeting templates will be provided to OneShoreline for review at project initiation.

## Task 1.5 Project Decision Log and Document Control

### Task and Document Tracking

M&N will track the project schedule to ensure overall project execution in conformance with the OPC grant schedule. M&N will maintain a living document tracking the status of active tasks, requests for input, and other open activities across the project team and all entities involved in the project. Tasks and activities subject slippage shall be flagged and reviewed in terms of potential schedule impacts.

### Grant Closeout Documentation

At project completion, M&N will support closeout of the OPC grant and provide required documentation to go on file for the closeout. M&N will submit project materials and deliverables per the provisions required under the grant and agreement with OneShoreline.

## Task 1.6 Coordination with OneShoreline, City, TAC

M&N will submit project materials and deliverables per the provisions required under the grant and agreement with OneShoreline.

### Project Coordination

M&N will manage execution of the project and coordinate amongst the project team members, TAC, City and OneShoreline staff.

M&N will maintain a project schedule detailed to a breakdown by subtasks and inclusive of milestones for all project team deliverables. M&N will provide regular project schedule updates and flag potential risks/impacts to the project schedule. Tasks on the critical path will be monitored over the two-year project period.

Key points of interfacing during project execution include coordination with the Outreach Consultant, BCDC, the TAC, and OPC and project stakeholders as needed. M&N will plan for flexibility around periods of interfacing such as for BCDC, City, TAC, OneShoreline, and OPC reviews and in connection with gathering feedback/input from the public and stakeholder outreach and engagement workshops.

Key deliverables under this task include:

- > Project document template(s), figure/map style guidance (draft and final).
- > Project Management Plan (draft and final).
- > Project management meeting agendas, materials, and summary notes.
- > Project decision log.

### OneShoreline, Outreach, LSP Coordination

M&N will coordinate with relevant entities, partners, and stakeholders involved in the project, including OneShoreline, the Outreach Consultant, and the LSP research partners. M&N will establish communications as directed by OneShoreline and will not engage in direct coordination with project stakeholders without approval and direction by OneShoreline to do so.

Key anticipated milestones for coordination with the engagement process include support for development of the Community Engagement Plan, expected in July or August 2026, and Workshop #1, anticipated to occur in August or September 2026. Additional coordination points are expected for Workshop #2 in early 2027 and Workshop #3 in mid-2027, with exact dates to be confirmed as the overall project schedule is refined.

### OPC & BCDC Consultation Meetings

M&N will participate in meetings with OPC and BCDC at key milestones as directed by OneShoreline and will coordinate with OneShoreline in relation to meeting preparation, presentation materials, follow-up, and preparation of responses to questions resulting from meeting activities.

Key estimated milestone dates for agency interfacing include the following:

- > January 2028 - Draft Admin and Public Brisbane Shoreline Resilience Plan with BCDC comments.
- > October 2028 - Final Brisbane Shoreline Resilience Plan.
- > October 2028 - City Council and Planning Commission presentations.

At the request of OneShoreline, M&N will support consultation with City of Brisbane, City & County of South San Francisco, the Association of Ramaytush Ohlone (ARO) Tribes, regulatory agencies and other entities as directed by OneShoreline.

## TASK 2: TECHNICAL & COMMUNITY ENGAGEMENT

### Task 2.1 Planning Area Map, GIS data, and Metadata

M&N will develop a planning area map to define project planning area, boundaries and other RSAP required information. The map will be provided in pdf format and in native GIS format with relevant shapefiles and metadata.

### Task 2.2 Input to Engagement Plan

M&N will review and support development of the Engagement Plan by the Outreach Consultant and provide input on project progress, updates on study technical findings and community input received to date.

Key deliverables under this task include:

- › Input to the Engagement Plan at key project milestones, for incorporation by the Outreach Consultant.

### Task 2.3 TAC Meeting Materials and Technical Presentations

M&N will provide input to, plan and prepare materials for six (6) TAC meetings over the course of the project. TAC meeting planning will be conducted in coordination with OneShoreline and the overall project timeline. It is assumed that TAC meetings will be held virtually, except for the initial TAC meeting, which may be held in person depending on team availability and project needs.

Key deliverables under this task include:

- › Technical presentation materials, meeting agendas, and summary notes from TAC meetings.

### Task 2.4 Technical Materials for Community Workshops

M&N will coordinate with OneShoreline and the Outreach Consultant, provide input and suggestions for presentation materials, fact sheets, and visualizations to support community understanding of vulnerability findings and adaptation options.

M&N will coordinate with OneShoreline and the Outreach Consultant to identify established or emerging community priorities or concerns that should inform the technical work for the shoreline resilience plan development.

Key deliverables under this task include:

- › Accessible presentation materials.
- › Technical materials and attendance at three (3) community workshops.

### Task 2.5 Coordination with Adjacent Jurisdictions and Agencies

M&N will support and engage in coordination with South San Francisco, the City and County of San Francisco, Caltrans, the ARO, and public and stakeholders as directed by OneShoreline. Fehr & Peers will provide key interfacing with Caltrans and coordination regarding transportation and transit related coordination. Good City will support policy-related coordination and interfacing with City of Brisbane and other agencies. Participation may include attending targeted technical meetings and technical input to support discussion and engagement in meetings and presentations.

Key deliverables under this task include:

- › Input to presentation materials.
- › Meeting agendas, technical presentations, and summary notes from meetings with adjacent jurisdictions or stakeholders.

### Task 2.6 Draft Planning Process Chapter

M&N will develop the RSAP Element A Planning Process chapter covering the items required in the BCDC RSAP guidance. Parts of the Planning Process chapter will remain as a living document over the course of the project and be finalized at

key milestone stages, such as Element A4.b, which will provide a summary of engagement efforts throughout the project. To that end, M&N will document how community and stakeholder input influenced key technical and planning decisions across Plan Elements and incorporate community input summaries from engagement events into technical deliverables as directed by OneShoreline. The intent is to cover the equitable outreach and engagement summary needed for RSAP Element A (Community outreach and tribal consultation).

Key deliverables under this task include:

- › Draft Planning Process chapter (RSAP Element A).

- › Chapter updated to address BCDC comments.
- › Element A – Submittal Checklist.

## TASK 3: REFINED EXISTING CONDITIONS & VULNERABILITY ASSESSMENT

Task 3 will roll up and synthesize the prior sea level rise vulnerability studies and adaptation planning into one deliverable compliant with the RSAP standard. Development of the document will be an iterative process requiring review and coordination with the TAC and OneShoreline before being finalized. M&N will prepare a proposed document outline with lists of anticipated maps and tables, and analytical methodology for the Existing Conditions and Vulnerable Assessment chapters, contingent to commence based on written approval by OneShoreline.

Key deliverables under these (RSAP Elements B and C) tasks include:

- › Outline and methodology submittal for Existing Conditions and Vulnerability Assessment chapters.
- › Data inventory matrix and SharePoint library.
- › Draft Existing Conditions chapter (RSAP Element B), incorporating TAC, ARO, community workshop #1 and BCDC input.
- › Draft Vulnerability Assessment chapter (RSAP Element C), with associated GIS files and BCDC comments, incorporating TAC input and preliminary findings review.
- › Element B – Submittal Checklist.
- › Element C – Submittal Checklist.

### REFINED EXISTING CONDITIONS (RSAP ELEMENT B)

Key elements of the Refined Existing Conditions (RSAP Element B) include data on existing conditions, physical setting, community context, assets and the broader range of RSAP requirements. M&N will fill gaps, and flag supplemental analysis for discussion.

In this phase of RSAP GIS model development, M&N aim to incorporate data from the following sources: 1) Brisbane relevant studies, 2) data and information provided by OneShoreline, City and County, 3) topographic (LiDAR) data, 4) bathymetric and hydrographic survey data, 5) historical data and information, 6) tidal, extreme water level and wave data, e.g. from the USGS Our Coast Our Future (OCOF) Hazard map/model, 7) groundwater data from OCOF, the Pathways Climate Institute, San Francisco Estuary Institute (SFEI), UC Berkeley toxicity and contamination risk, and other relevant sources, 8) regional subsidence data by NASA and others, 9) and data on transportation and transit infrastructure, waterfront facilities, contaminated sites and landfills, public access, amenities, and recreational elements, natural resources and Baylands habitat, tribal resources, demographics, jurisdictional boundaries and other relevant data. M&N will provide mapping for scenarios as defined in the OPC 2024 SLR guidance. To the extent that available datasets do not provide mapping consistent with OPC (2024) SLR scenarios, M&N will perform remapping or utilize the closest matching datasets following the approach recommended in the RSAP 2024 guidance. To the above-mentioned data, M&N will add: 1) relevant GIS datasets available from the BCDC RSAP Atlas (Beta) web application, SFEI, and other relevant sources to meet the level of documentation needed to meet the minimum standards for compliance with RSAP development and submittals.

#### Task 3.1 Data Inventory and Document Library

M&N will compile a data inventory of relevant datasets, studies, models, and mapping products available to support the vulnerability assessment. Key tools available at this time, include:

- › BCDC datasets available in the RSAP framework via the RSAP Open Data portal.
- › BCDC RSAP Atlas (Beta).
- › Audubon Society San Francisco Bay Eelgrass Habitat Suitability Model.

Research and publications developed by SFEI and other entities in the latest decade. Data and publications will be available via the project SharePoint site.

#### Task 3.2 Existing Plans and Studies Review

M&N will adopt the BCDC December 2024 RSAP framework as the basis for the Plan. M&N will review and synthesize past studies of site conditions, asset, vulnerabilities, and SLR adaptation planning and bring these up to a coherent level compliant with RSAP Element B requirements to list and describe existing information. The database of study findings will be comprised of a GIS model M&N will populate with available information and datasets available from the past studies and planning efforts. To the extent study data is not available in digital form, M&N may elect to digitize relevant study data for inclusion in the GIS model. The GIS model will serve as a

common medium for exchange of data, information, and study findings between OneShoreline, consultant teams, regulatory agencies and other entities, and to support the public access and stakeholder outreach.

### Task 3.3 Physical and Ecological Conditions Mapping

M&N will map and describe physical and ecological characteristics of the landscape within Brisbane in conformance with RSAP Element B requirements, comprised of the physical conditions, coastal and nearshore hydrological conditions, ecosystem health and resilience, historical conditions, and planned future changes. H.T. Harvey will lead the ecological characterization and assessment of ecosystem health and resilience. Lotus Water will assess stormwater runoff and tidal exchange between Brisbane Lagoon and the Bay, sizing of culverts and pump systems, and assessment of flood risks around the lagoon, present-day and with SLR, if this information has not been developed by the consultant team working on the lagoon masterplan. Fehr & Peers will provide input to adaptation options for Sierra Point Parkway.

### Task 3.4 Land Use, Assets, and Community Context Mapping

Good City will provide input on land use, policy, planning and development aspects. RSAP Element B Existing Conditions will be documented for distribution and use for public and stakeholder outreach Community Workshop #1, tribal outreach and circulated with BCDC and the TAC for review and comments. TAC, ARO, community workshop #1 and BCDC input will subsequently be incorporated into the Existing Conditions document.

### Task 3.5 Coastal Flood Exposure Mapping (SLR Scenarios)

M&N will map and describe exposure of people, assets, ecosystems, and services to coastal flood hazards at 0.8 ft, 3.1 ft, 4.9 ft, and 6.6 ft sea level rise scenarios in terms of exposure to coastal flood hazards, shoreline flood risk, and potential cost of damages from inaction, utilizing the vulnerability mapping conducted in prior studies as applicable.

### Task 3.6 Compound Flooding and Groundwater Considerations

M&N will utilize groundwater data from past studies, including work done by OCOF, the Pathways Climate Institute, San Francisco Estuary Institute (SFEI), paired with information from UC Berkeley related to toxicity and contamination, and other available sources. Lotus Water will provide input and context around groundwater and compound flood hazards in relation to stormwater detention in the lagoon, ingress and exchange with the coastal flood potential from the Bay.

## REFINED VULNERABILITY ASSESSMENT (RSAP ELEMENT C)

### Task 3.7 Vulnerability Assessment

M&N will integrate and synthesize the prior vulnerability assessments into the RSAP and utilize the RSAP Atlas (Beta) web application to verify vulnerable assets and key findings of the SLR vulnerability assessments.

If M&N encounters significant obstacles in elevating the crux of the prior vulnerability assessments to the RSAP framework, M&N will discuss with OneShoreline and BCDC staff to arrive at a satisfactory approach.

M&N will subsequently prepare a vulnerability assessment for the priority areas identified under RSAP Element B. The assessment will identify, assess, and summarize vulnerabilities and provide timelines and triggers for commencement of adaptation initiatives and suggested phasing.

### Task 3.8 Preliminary findings review with TAC

M&N will present the preliminary vulnerability findings to OneShoreline, BCDC and the TAC for review and input prior to finalization of the assessment. The finalized RSAP Element C Vulnerability Assessment and associated GIS files will incorporate BCDC comments, TAC input and preliminary findings.

### Task 3.9 Draft Existing Conditions chapter

M&N will compile the maps and information needed to build the RSAP Element B Existing Conditions chapter to identify and describe general and land use plans, hazard and emergency plans, climate and resilience plans, led by Good City, and provide maps of physical conditions, coastal and nearshore hydrological conditions, ecosystem health and resilience, historical conditions, planned and future changes, community health and well-being; development, housing and land use; critical infrastructure and services, public access and recreation, transportation and transit, shoreline contamination conditions; and existing collaborative governance, flood management, and funding.

### Workshop #1 Coordination

RSAP Element B Existing Conditions will be documented for distribution and use for public and stakeholder outreach Community Workshop #1, tribal outreach and circulated with BCDC and the TAC for review and

comments. TAC, ARO, community workshop #1 and BCDC input will subsequently be incorporated into the Existing Conditions document.

Key deliverables under the RSAP Elements B task include:

- › Outline and methodology submittal for Existing Conditions chapter.
- › Draft Element B Existing Conditions chapter, incorporating TAC, ARO, community workshop #1 and BCDC input.
- › Element B – Submittal Checklist.

#### Task 3.10 Draft Vulnerability Assessment chapter

M&N will compile the maps and information needed to build the RSAP Element C Vulnerability Assessment Chapter, identifying vulnerabilities in terms of exposure to coastal flood hazards, shoreline flood risk, and potential cost of damages from inaction. The assessment will identify priority areas and summarize vulnerability to current and future hazards in terms of timing and phasing needed to address vulnerabilities over time.

Key deliverables under the RSAP Elements C task include:

- › Outline and methodology submittal for Vulnerability Assessment chapter.
- › Draft RSAP Element C Vulnerability Assessment chapter, with associated GIS files and BCDC comments, incorporating TAC input and preliminary findings review.
- › Element C – Submittal Checklist.

## TASK 4 BRISBANE SHORELINE RESILIENCE PLAN DEVELOPMENT

Feasible local and regional adaptation strategies will be evaluated, aiming to mitigate or address compound flood hazards, including development of feasible approaches for critical regional infrastructure vulnerabilities under high-end SLR scenarios. On a parallel track, M&N will coordinate with OneShoreline and the LSP research team to incorporate restoration objectives and flood risk co-benefits identified as part of the TO# 2 work into the overall strategy development.

### ADAPTATION STRATEGIES & PATHWAYS (RSAP ELEMENT D)

#### Task 4.1 Adaptation Strategies and Alternatives

M&N will develop and evaluate at least two alternatives. Preferred alternatives will be identified by OneShoreline and the City, informed by TAC input and BCDC consultation.

M&N will support development of a local vision and goals, incorporating community input from Workshop #1 and through an iterative process between OneShoreline, the City, the TAC and consultant team.

#### Task 4.2 Adaptation Pathways and Phasing

To support discussion and selection of recommended preferred alternatives, M&N will develop a path tree for illustration of adaptation pathways in relation to the timelines of the SLR scenarios to be considered. In this process, M&N will consider adaptation pathways and phasing as well in the context that grey improvement projects typically will require compensatory mitigation to obtain approval for permits.

M&N will identify adaptation pathways for the alternatives arising out of the priority areas identified in RSAP Element B. Good City will provide direction for phased adaptation strategies and pathways consistent with existing regional adaptation frameworks, with solutions tailored to Brisbane's shoreline context.

H. T. Harvey restoration and wildlife ecologists will identify and describe ecological adaptation strategy alternatives for the natural resource priority areas identified. This Task assumes up to two natural resource priority areas will be identified by Element B. The assessment will describe alternative adaptation pathways/strategies for natural resource areas considering the local vision and goals and projected sea level rise.

#### Workshop #2 Coordination

Workshop #2 could be scheduled around this stage of the RSAP development to present the identified adaptation strategy alternatives to the public and stakeholders for review and feedback. M&N will work with the project schedule to allocate time for outreach and engagement needed for Workshop #2 and receipt and incorporation of feedback and input.

#### Task 4.3 Evaluation and Prioritization Framework

Under this task, M&N will evaluate and prioritize adaptation alternatives through a structured evaluation process using OneShoreline's planning framework, with TAC and City engagement at key decision points, integrating feedback and input from Workshop #2.

#### Task 4.4 Concept Plans and Adaptation Approaches

M&N will subsequently develop conceptual plans and descriptions of the selected recommended preferred strategies and SLR adaptation pathways, considering both physical and non-physical approaches. The adaptation plan descriptions will then go to BCDC for review and comments to inform RSAP Elements E through G described in the following.

Additional deliverables under RSAP Element D include:

- › Element D – Submittal Checklist.
- › 1–2-page technical memorandum (memo) with recommended adaptation goals for key natural resources.
- › 2–3-page memo with ecological adaptation strategy alternatives for up to two natural resource priority areas.
- › Text with descriptions of selected ecological strategies, pathways, or projects (including the LSP), for inclusion in the Resilience Plan (1–3 paragraphs per strategy/project).
- › Comments and edits to conceptual plans in the Resilience Plan prepared by the M&N team (up to one round of comments/edits).

#### LAND USE POLICY PLAN (RSAP ELEMENT E)

##### Task 4.5 Land Use and Policy Analysis

Good City will lead this task, with an emphasis on evaluating existing City policies for alignment with the recommended preferred adaptation strategies and will recommend policy changes suitable for near-term adoption or subsequent development.

Work under this task will draw into consideration the Baylands Specific Plan, Sierra Point planning, and roles and authorities of the City, Caltrans, and other asset owners. Fehr & Peers will provide key interfacing and provide input on transportation and transit under this task. Working drafts of policy changes will be developed in close collaboration with OneShoreline and City staff before materials are carried forward to TAC or BCDC review, and will describe the policy and programmatic changes necessary to realize the adaptation strategies and pathways identified in Element D. Good City is the lead for codifying planning, policy, and programmatic processes. The RSAP will build upon and integrate OneShoreline’s guidance for the City’s sea level rise standards. Additional analysis will ensure development standards and requirements are clearly articulated for all future development and infrastructure projects.

Additional deliverables under RSAP Element E include:

- › Element E – Submittal Checklist.

##### Workshop #3 Coordination

Workshop #3 could be scheduled at this stage of RSAP development to present the identified adaptation strategies, conceptual plans, and adaptation pathways to the public and stakeholders for information and feedback. M&N will work with the project schedule to allocate time for outreach and engagement needed for Workshop #3 and incorporation of community feedback.

#### IMPLEMENTATION PLAN & FUNDING STRATEGY (RSAP ELEMENT F)

##### Task 4.6 Policy Recommendations and Implementation Pathways

M&N will describe the policy and programmatic changes necessary to realize the adaptation strategies and pathways identified in Element D with Good City as the lead for codifying planning, policy, and programmatic processes.

Additional deliverables under RSAP Element F include:

- › Element F – Submittal Checklist.

##### Task 4.7 Implementation Plan and Funding Strategy

M&N will develop a detailed funding strategy that identifies potential funding sources and costs that may be associated with

adaptation strategy implementation and highlight funding mechanisms relevant to Brisbane’s adaptation priorities with consideration to federal, state, regional, and local sources of funding with assessment of eligibility and competitiveness for priority actions.

Good City will:

- › Develop and refine adaptation scenarios that blend engineered protection (e.g., seawalls, levees, living

shorelines) with land use and urban design solutions.

- › Craft standards and guidelines for new development projects as well as public infrastructure to support resilience to sea level rise and adherence to OneShoreline policy.
- › Prepare a summary table of implementation programs, policies and capital improvements for transportation, parks/open space, water, stormwater, sewer and energy systems.
- › Translate resilience and design strategies into enforceable zoning tools, resulting in updates to Zoning Ordinance Sections that relate to Public Access, Flood Hazards and Sea Level Rise Guidelines, as appropriate.

#### Task 4.8 Monitoring Framework and Adaptive Management

M&N will develop a monitoring program suitable for tracking implementation of the recommended preferred adaptation pathway(s). The monitoring program will define adaptation plan key metrics that can be tracked to monitor progress and linked to key triggers, thresholds or decision points for actionable steps to implement the proposed adaptive measures.

##### Plan Update Strategy

M&N will develop a timeline of proposed resilience plan updates suggested at 10-year intervals. The plan update strategy will identify the plan lead agency and partners, and include suggestions for interim status reporting and recommendations for aligning plan updates with other linked/relevant plan elements and policies. The plan update strategy will also identify potential sources of funding to support the administration, monitoring, coordination, and implementation of the resilience plan.

#### PROJECT LIST (RSAP ELEMENT G)

#### Task 4.9 Project Prioritization and Project List

A list of recommended adaptation projects will be developed for OneShoreline and TAC review with justification supported by transparent criteria and scoring. In coordination with OneShoreline, City, and TAC, M&N will then develop a finalized list of adaptation projects to BCDC for consideration for funding prioritization and for inclusion in region-wide databases. The project list will summarize: Project name, project description, design life, how many feet of SLR would be addressed with implementation of the project (design condition), and estimated year of construction.

Additional deliverables under RSAP Element G1 include:

- › Equity Assessment Standard, describing how priority projects can support vulnerable communities.

#### Task 4.10 Regional Project Database Matrix

M&N will develop a project matrix for OneShoreline/City submission to the Regional Project Database, consistent with BCDC's project checklist template and provide the supplementary project data needed for the database entry.

### FINAL PLAN DEVELOPMENT

#### Task 4.11 Draft Plan (Admin + Public Drafts)

M&N will prepare an Administrative Draft of the Plan for review by OneShoreline, the City, TAC, adjacent cities, ARO, BCDC, and OPC.

A Shoreline Resilience Plan Public Draft will be prepared, incorporating feedback from the administrative draft review.

#### Task 4.12 Final Plan (Elements A–G integration)

M&N will prepare the Final Plan, documenting input received from community Workshop #2 and #3 and incorporating a memorandum summarizing engagement and comments received from the formal public review.

Additional deliverables under this task include:

- › Memorandum outlining the expected timeframe for Plan approval by City and BCDC.
- › Assistance with presentation and reference materials to support the BCDC approval process.

#### Task 4.13 Presentation Materials for City + BCDC

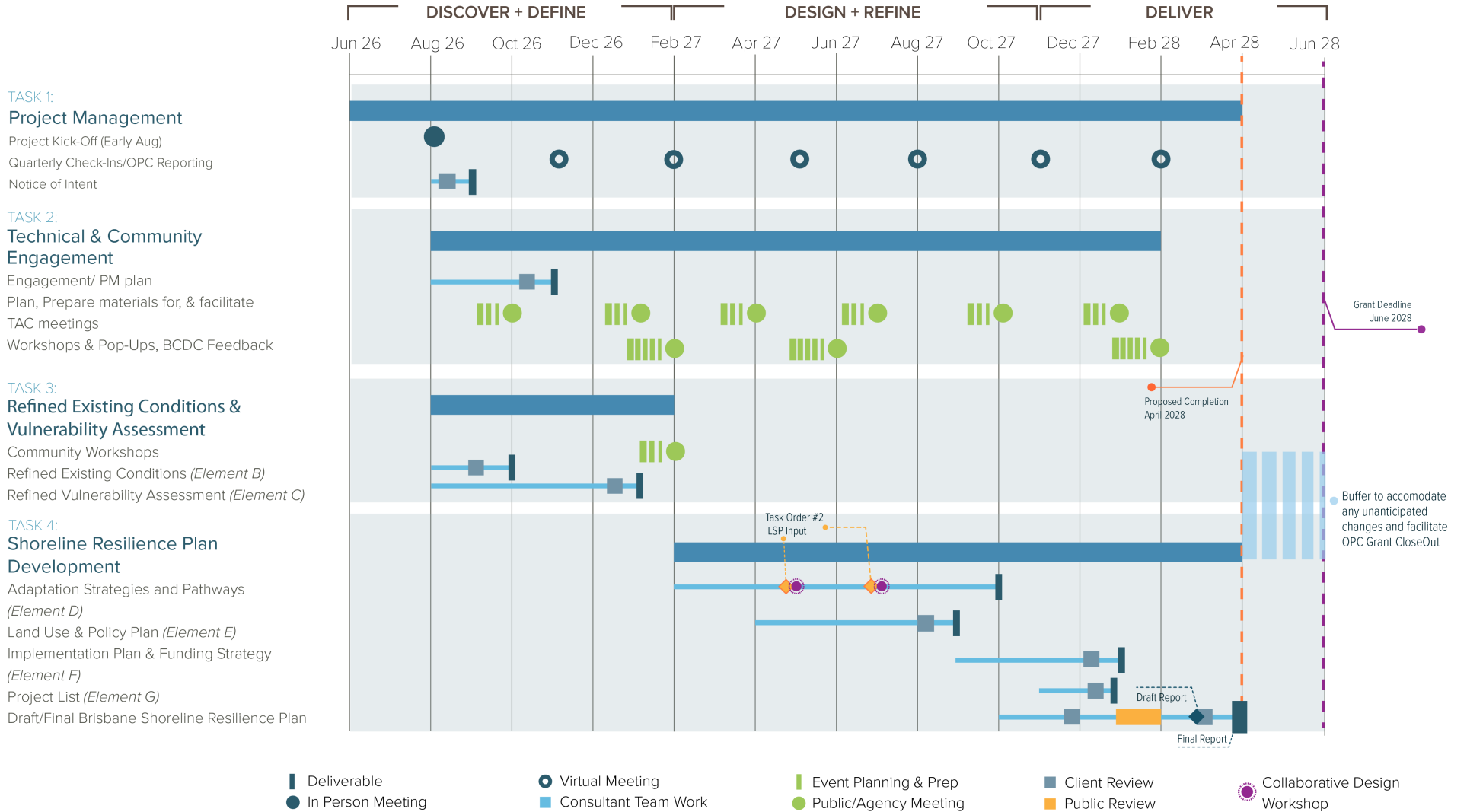
M&N will support development of staff reports and PowerPoint slides for Brisbane Planning Commission, Sea Level Rise Subcommittee, and City Council presentations.

# General Scope Assumptions and Exclusions

- Stakeholder engagement, public outreach logistics, meeting scheduling, venue procurement, attendee management, and preparation/distribution of outreach materials are not included in this scope of work. Moffatt & Nichol will support engagement activities as specifically identified in the scope.
- Translation and interpretation services, including translation of outreach materials, presentations, surveys, reports, memoranda, and other project deliverables are not included in this scope.
- The City of Brisbane and OneShoreline will provide one consolidated set of comments per deliverable, incorporating input from City departments, OneShoreline, partner agencies, and other stakeholders.
- The scope assumes up to two rounds of review per major deliverable. Additional review cycles or substantial changes to previously accepted work products may require a scope and fee amendment.
- Analyses and recommendations will rely primarily on available public and agency data, previously completed studies, and existing topographic, bathymetric, utility, and infrastructure information provided by the City, OneShoreline, and partner agencies.
- Field verification and spot survey to support mapping and conceptual-level (approximately 10%) design development are not included in this scope. Geotechnical investigations, utility potholing, subsurface investigations, groundwater monitoring, and installation of new tide gauges or other long-term monitoring equipment are not included.
- Adaptation concepts and shoreline improvement measures developed under this scope are intended for planning and conceptual design purposes only and are not suitable for final design, permitting, bidding, or construction.
- Agency coordination under this scope is limited to planning-level consultation and participation in project meetings. Formal permit applications, permit negotiations, environmental documentation, and regulatory compliance activities are not included.
- Preparation of CEQA, NEPA, environmental technical studies, permit applications, biological surveys, cultural resource investigations, or other environmental compliance documentation is not included in this scope. Permitting considerations will be addressed at a planning level to inform feasibility and implementation pathways.
- Cost estimates developed under this scope will be planning-level opinions of probable construction cost.
- Adaptation strategies and shoreline improvement concepts developed under this scope are intended for planning and conceptual design purposes. Deliverables may include conceptual plans, typical sections, renderings, and planning-level cost estimates sufficient to support adaptation planning, stakeholder engagement, grant applications, and future project prioritization. Deliverables are not intended to constitute engineering design, final landscape architectural design, construction documents, permit-ready plans, or bid documents

# Schedule

## PROJECT SCHEDULE WITH KEY MILESTONES - TASK ORDER 1: BRISBANE RESILIENCE SHORELINE PLAN



# Attachment B – Budget

Moffatt & Nichol		D. Trivedi	Y. Nouri	I. Wang	K. Cunningham	N. Nichols	M. Jorgensen	C-F. Tsai	K. Garvey	G. Dymoke	T. Meyers	N. Roberts	A. Sternad	D. McGuinness	L. Agnew	E. Zimmerman	B. Porter	S. Hart			
Role:	Principal In Charge	Project Manager	Assistant Project Mgr.	Quality Control	Technical Director	Sr. Coastal Engineer	Coastal Engineer	Nature-Based Solutions	Nature-Based Solutions	Environmental Scientist	Water Resources Engineer	Adaptation Planning	Resilience Planning	GIS Specialist	GIS Development	Structural Engineer	Structural Engineer				
Classification:	Principal Engineer	Supervisory Engineer	Landscape Architect	Principal Planner	Principal Scientist	Supervisory Engineer	Engineer/Scientist III	Supervisory Scientist	Staff Engineer	Scientist II	Supervisory Engineer	Principal Planner	Landscape Architect	Landscape Architect	GIS Analyst	Supervisory Engineer	Engineer III				
DESCRIPTION	\$383.00	\$366.00	\$208.00	\$380.00	\$383.00	\$366.00	\$326.00	\$366.00	\$212.00	\$286.00	\$366.00	\$380.00	\$208.00	\$208.00	\$120.00	\$366.00	\$326.00			HOURS TOTAL	LABOR TOTAL
<b>Project Management</b>	<b>4.0</b>	<b>36.0</b>	<b>72.0</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>112.0</b>	<b>\$29,684.00</b>
Plan template and figure/map style guide		1.0	12.0																	13.0	\$2,862.00
Project Management Plan (PMP)		1.0	4.0																	5.0	\$1,198.00
Monthly progress reports and invoices		2.0	12.0																	14.0	\$3,228.00
Meeting agendas, materials, and notes		2.0	24.0																	26.0	\$5,724.00
Project decision log and document control		2.0	16.0																	18.0	\$4,060.00
Coordination with OneShoreline, City, TAC	4.0	28.0	4.0																	36.0	\$12,612.00
<b>Technical &amp; Community Engagement</b>	<b>1.0</b>	<b>3.0</b>	<b>24.0</b>	<b>2.0</b>	-	-	-	-	-	-	-	-	-	<b>18.0</b>	<b>4.0</b>	<b>34.0</b>	-	-	-	<b>86.0</b>	<b>\$15,889.00</b>
Planning area map, GIS data, and metadata			1.0											2.0	1.0	10.0				14.0	\$2,032.00
Input to Engagement Plan			1.0											4.0						5.0	\$1,040.00
TAC meeting materials and technical presentations		1.0	1.0											4.0	2.0	12.0				20.0	\$3,262.00
Technical materials for community workshops (3)			1.0											8.0	1.0	12.0				22.0	\$3,520.00
Coordination with adjacent jurisdictions and agencies			8.0																	8.0	\$1,664.00
Draft Planning Process chapter	1.0	2.0	12.0	2.0																17.0	\$4,371.00
<b>Refined Existing Conditions and Vulnerability Assessment</b>	<b>2.0</b>	<b>12.0</b>	<b>76.0</b>	<b>4.0</b>	-	<b>1.0</b>	<b>6.0</b>	-	-	-	-	<b>46.0</b>	-	<b>17.0</b>	<b>34.0</b>	-	-	-	-	<b>198.0</b>	<b>\$49,904.00</b>
Data inventory matrix and document library			4.0																	4.0	\$832.00
Existing plans and studies review		4.0	6.0										6.0							16.0	\$4,992.00
Physical and ecological conditions mapping														4.0	8.0					12.0	\$1,792.00
Land use, assets, and community context mapping														4.0	8.0					12.0	\$1,792.00
Coastal flood exposure mapping (SLR scenarios)						1.0	4.0							4.0	8.0					17.0	\$3,462.00
Compound flooding and groundwater considerations							2.0							4.0	8.0					14.0	\$2,444.00
Vulnerability assessment		2.0	16.0										8.0	1.0	2.0					29.0	\$7,548.00
Preliminary findings review with TAC		2.0	2.0																	4.0	\$1,148.00
Draft Existing Conditions chapter		2.0	24.0	2.0									16.0							44.0	\$12,564.00
Draft Vulnerability Assessment chapter	2.0	2.0	24.0	2.0									16.0							46.0	\$13,330.00
<b>Final Adaptation Plan</b>	<b>4.0</b>	<b>69.0</b>	<b>204.0</b>	<b>34.0</b>	<b>12.0</b>	<b>6.0</b>	<b>24.0</b>	<b>32.0</b>	<b>48.0</b>	<b>24.0</b>	<b>36.0</b>	<b>97.0</b>	<b>116.0</b>	<b>24.0</b>	<b>200.0</b>	<b>4.0</b>	<b>20.0</b>	-	-	<b>954.0</b>	<b>\$236,646.00</b>
Adaptation strategies and alternatives	4.0	12.0	8.0	6.0	6.0	24.0	16.0	32.0	24.0		32.0	6.0	24.0	16.0	40.0	4.0	16.0			270.0	\$72,614.00
Adaptation pathways and phasing	6.0	24.0	2.0	6.0				16.0	16.0		4.0	24.0	12.0		40.0		4.0			154.0	\$38,678.00
Evaluation and prioritization framework	4.0	24.0	2.0									2.0	16.0							48.0	\$11,304.00
Concept plans and adaptation approaches	4.0	32.0	2.0									4.0	24.0		40.0					106.0	\$20,192.00
Land use and policy analysis	2.0	2.0	2.0									2.0								8.0	\$2,668.00
Policy recommendations and implementation pathways		2.0	2.0	2.0								2.0								8.0	\$2,668.00
Implementation plan and funding strategy		2.0	2.0	2.0								2.0								8.0	\$2,668.00
Monitoring framework and adaptive management		2.0	4.0	2.0								2.0								10.0	\$3,084.00
Project prioritization and project list		2.0	2.0	1.0								1.0								6.0	\$1,908.00
Regional project database matrix		1.0	4.0	1.0																6.0	\$1,578.00
Draft Plan (Admin + Public Drafts)	2.0	16.0	40.0	4.0								24.0	24.0	4.0	40.0					154.0	\$36,206.00
Final Plan (Elements A-G integration)	2.0	16.0	40.0	4.0								24.0	16.0	4.0	40.0					146.0	\$34,542.00
Presentation materials for City + BCDC		8.0	16.0	2.0								4.0								30.0	\$8,536.00
<b>UNALLOCATED</b>																					<b>\$50,000.00</b>
Unallocated contingency budget												4.0								4.0	\$50,000.00
<b>HOURS TOTAL</b>	<b>11.0</b>	<b>120.0</b>	<b>376.0</b>	<b>40.0</b>	<b>12.0</b>	<b>7.0</b>	<b>30.0</b>	<b>32.0</b>	<b>48.0</b>	<b>24.0</b>	<b>36.0</b>	<b>143.0</b>	<b>134.0</b>	<b>45.0</b>	<b>268.0</b>	<b>4.0</b>	<b>20.0</b>			<b>1350.0</b>	
<b>LABOR TOTAL</b>	<b>\$4,213.00</b>	<b>\$43,920.00</b>	<b>\$78,208.00</b>	<b>\$15,200.00</b>	<b>\$4,596.00</b>	<b>\$2,562.00</b>	<b>\$9,780.00</b>	<b>\$11,712.00</b>	<b>\$10,176.00</b>	<b>\$6,864.00</b>	<b>\$13,176.00</b>	<b>\$54,340.00</b>	<b>\$27,872.00</b>	<b>\$9,360.00</b>	<b>\$32,160.00</b>	<b>\$1,464.00</b>	<b>\$6,520.00</b>				<b>\$382,123.00</b>

ODC TOTAL \$93,733.62  
**GRAND TOTAL \$475,856.62**

Description	Cost	Markup	Total
Good City Company	\$27,000.00	5%	\$28,350.00
Fehr & Peers	\$10,000.00	5%	\$10,500.00
Lotus Water	\$27,000.00	5%	\$28,350.00
H.T. Harvey & Associates	\$25,000.00	5%	\$26,250.00
Mileage	\$283.62	0%	\$283.62

**ODC TOTAL \$93,733.62**

## San Mateo County Flood and Sea Level Rise Resiliency District

### Agenda Report

**Date:** June 22, 2026

**To:** San Mateo County Flood and Sea Level Rise Resiliency District Board of Directors

**From:** Len Materman, CEO

**Subject:** Adopt Resolution 2026-06-22-B adopting FY 2026-27 Water Pollution Control Service Charges Reports for Flood Zone One – Countywide, and Resolution 2026-06-22-C adopting FY 2026-27 Water Pollution Control Service Charges Reports for Flood Zone Two – City of Pacifica and authorize and direct the CEO to negotiate and enter into any necessary or appropriate agreement(s) with the City/County Association of Governments of San Mateo County

### Recommendation

That the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”) Board of Directors (“Board”):

- A) Adopt Resolution 2026-06-22-B and Resolution 2026-06-22-C:
1. Adopting the Fiscal Year (“FY”) 2026–27 Water Pollution Control Service Charges Report (“Charges Report”) for Flood Control Zone One – Countywide (“Flood Zone One”) and Flood Control Zone Two – City of Pacifica (“Flood Zone Two”);
  2. Authorizing staff to file the Charges Reports with the County Controller;
  3. Authorizing the OneShoreline Chief Executive Officer (“CEO”) to refund, and/or approve refunds of, any overcharges resulting from data, data entry, or computation errors; and
  4. Authorizing the CEO to revise the Charges Reports as a result of any parcel changes received from the County Assessor and/or County Controller and to file the revised Charges Report with the County Controller; and
- B) Authorize and direct the CEO to negotiate and enter into any necessary or appropriate agreement(s) with the City/County Association of Governments of San Mateo County (“C/CAG”) regarding OneShoreline’s receipt of an appropriate share of fees collected from Flood Zone One and Flood Zone Two.

### Background

Along with many other relics of the former County Flood Control District that OneShoreline assumed responsibility for upon its establishment on January 1, 2020, are two flood zones that collect funds in support of stormwater-related work: Flood Zone One, which applies countywide, and Flood Zone Two, which applies only to the City of Pacifica. Assembly Bill 825 authorizes OneShoreline to establish and maintain flood zones, including countywide zones, and to impose service charges on properties within those zones that are collected through property tax bills.

The countywide Flood Zone One was formed in 1993 to carry out requirements related to the management of pollution in stormwater throughout the county. To fulfill regulatory requirements related to this concern, the San Mateo County Stormwater Management Plan (“Plan”) was adopted as a Flood Zone One project and C/CAG was given responsibility for countywide compliance through the Plan.

In 1994, at the request of the City of Pacifica (“Pacifica”), Flood Zone Two was formed to fund pollution control actions within Pacifica's city limits.

In 1995, the County Board of Supervisors, acting as the Governing Board of the County Flood Control District, set charge rates for stormwater pollution control services in both Flood Zone One and Flood Zone Two. In 2001, at the request of C/CAG, the Flood Control District imposed additional fees in Flood Zone One to comply with stormwater pollution control requirements mandated by the Regional Water Board.

Since 1995, the County Flood Control District has adopted annual resolutions for Flood Zone One and Flood Zone Two. Since 2020, OneShoreline has maintained the responsibility of adopting annual resolutions approving the Charges Reports based on the adopted rates for Flood Zone One and Flood Zone Two, respectively, authorizing the CEO to approve refunds for, or refund, any overcharges resulting from data errors and make resultant revisions, and directing staff to file those Charges Reports with the County Controller.

Even though the Board has continued to adopt the annual resolutions authorizing the collection of fees from Flood Zone One and Flood Zone Two, OneShoreline has never been compensated for its role in the collection process. In recognition of both this fact and the fact that OneShoreline works on stormwater quality issues around the county, including at locations at C/CAG’s request, C/CAG has agreed to discuss OneShoreline receiving an appropriate share of the annual fees that OneShoreline authorizes be collected from Flood Zone One and Flood Zone Two.

Thus, staff seeks Board adoption of resolutions 2026-06-22-B and 2026-06-22-C to enable the collection of these fees in FY2026-27, and the CEO intends to forward these resolutions and Charges Reports to the County Controller in July 2026 following an agreement between OneShoreline and C/CAG.

**Discussion**

**A. Flood Zone One Charges**

The Regional Water Quality Control Board issues a five-year Municipal Regional Permit (“MRP”) that mandates specific compliance activities for all co-permittees, including San Mateo County, the 20 cities and towns within the County, and OneShoreline. The current MRP (“MRP 3.0”), which went into effect on July 1, 2022, mandates specific load reductions in trash, mercury, and PCBs in stormwater runoff, and requires agencies to continue implementing green infrastructure plans that gradually (over decades) shift current “gray infrastructure” to more sustainable drainage systems that capture, treat, infiltrate, and beneficially use stormwater utilizing landscape-based and natural systems. The proposed requirements under MRP 3.0 include additional regulated project types and reduced thresholds for new and redevelopment projects to include onsite stormwater controls, as well as increased monitoring requirements, new provisions to address the water quality impacts associated with unsheltered populations, asset management planning and tracking, cost reporting, and extensive new reporting requirements.

C/CAG, through the Countywide Water Pollution Prevention Program, supports its member agencies in meeting MRP requirements by performing compliance activities on behalf of member agencies, contributing to regional compliance programs when that is more cost-effective, and providing technical support for member agencies in implementing local stormwater compliance programs. OneShoreline’s countywide activities related to stormwater quality and the MRP include, without limitation, our work in land use policies and processes, other policy guidance, technical support, management of the Bayfront Canal trash capture infrastructure, supporting regional stormwater quality projects of other agencies, supporting water quality testing, facilitating and carrying out sediment management, and management of projects that capture and treat stormwater through nature-based approaches.

In order to continue funding C/CAG’s San Mateo Countywide Water Pollution Prevention Program work and to support OneShoreline’s work on these issues, staff recommends that the OneShoreline Board continue to levy charges in Flood Zone One. The proposed charges would generate an estimated \$1.89 million in FY 2026–27, based on the following rates:

<b>Parcel Description</b>	<b>Rate Established in 1995</b>	<b>Additional Fees (established in 2001)*</b>	<b>Total Combined (rounded to nearest even cent)</b>
Single Family Resident	\$3.44/Parcel	\$4.66/Parcel	\$8.10/Parcel
Condominium Units, Vacant Land, Agriculture, Misc.	\$1.72/Parcel	\$2.33/Parcel	\$4.04/Parcel
Commercial, Retail, Manufacturing, Industrial	\$3.44/Parcel plus 0.3127/1,000 s.f. for parcels over 11,000 s.f.	\$4.66/Parcel plus 0.4233/1,000 s.f. for parcels over 11,000 s.f.	\$8.10/Parcel plus 0.7360/1,000 s.f. for parcels over 11,000 s.f.

\* Additional fees have been adjusted by the Consumer Price Index as provided for in County Ordinance No. 04054.

The charges are imposed in the County’s unincorporated area and cities that have requested they be levied in their jurisdiction upon every parcel on the Assessor’s roll, except for parcels owned by local, state and federal governments, tax-exempt entities, and public school districts. Separately taxed improvements, such as mobile homes and underground utility improvements, are also exempt.

All cities within the County, except Woodside, have passed resolutions endorsing the proposed program and the rates and charges to be imposed within their respective jurisdictions. Brisbane, Colma, and San Mateo are requesting that OneShoreline collect only the basic fees as originally approved in 1995, and not the additional fees approved in 2001. C/CAG will bill these three cities directly for the additional fee component. Woodside opted not to have either of the fees placed on the tax rolls. C/CAG will bill Woodside directly for both fees.

The Flood Zone One charges are ongoing charges that were previously imposed pursuant to an individually noticed public hearing prior to the enactment of Proposition 218 and, therefore, are not subject to the Proposition 218 requirement of sending a separate notice to each individual property owner.

**B. Flood Zone Two Charges**

Pacifica is again requesting that the following charges per parcel continue to be levied in Flood Zone Two:

Vacant	\$7.00
Single Family/Townhouse/Church/Condominium	\$14.00
All Other	\$28.00

The charges are imposed upon every parcel in Pacifica on the Assessor's roll, except for parcels owned by local, state and federal governments, and public school districts. Separately taxed improvements, such as mobile homes and underground utility improvements, are also exempt.

The Flood Zone Two charges, which have been imposed since 1995, are an ongoing charge with no proposed increase and, therefore, are not subject to the Proposition 218 requirement of sending a separate notice to each individual property owner. The total amount to be generated is estimated to be \$172,000.

**C. The Proposed Resolutions**

The proposed resolutions adopt the FY 2026–27 Charges Reports for Flood Zone One and Flood Zone Two, and authorizes staff to file the Charges Reports with the County Controller. The resolutions also allow the CEO to refund, or authorize the refund of, any overcharge resulting from data, data entry, or computation errors. Additionally, as of the date that the Charges Reports were developed, the data for the relevant tax rate areas was still being finalized by the County. Thus, the proposed resolutions authorize the CEO to revise the Charges Reports as a result of any parcel changes received from the Assessor and/or Controller on or after June 22, 2026, as well as to refund, during the fiscal year, any overcharges resulting from any such errors in the Charges Reports.

C/CAG will be responsible for refunding any errors found with the submittal of proof of payment of the charges levied on the tax roll for Flood Zone One, and Pacifica will be responsible for similar errors in Flood Zone Two.

**Impact on OneShoreline Resources**

There is no fiscal impact associated with the approval of the proposed resolutions. As discussed herein, OneShoreline intends, for the first time, to receive an appropriate share of fees collected from both Flood Zone One and Flood Zone Two charges.

**Attachments**

Draft Resolution 2026-06-22-B adopting FY 2026–27 Water Pollution Control Service Charges Reports for Flood Zone One – Countywide

Draft Resolution 2026-06-22-C adopting FY 2026–27 Water Pollution Control Service Charges Reports for Flood Zone Two – City of Pacifica



**DRAFT RESOLUTION NO. 2026-06-22-B**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT (“ONESHORELINE”)**

- A. ADOPTING THE FISCAL YEAR 2026–27 WATER POLLUTION CONTROL SERVICE CHARGES REPORT (“CHARGES REPORT”) FOR FLOOD CONTROL ZONE ONE - COUNTYWIDE (“FLOOD ZONE ONE”); AND**
- B. AUTHORIZING STAFF TO FILE THE CHARGES REPORT WITH THE COUNTY CONTROLLER; AND**
- C. AUTHORIZING THE CEO OF ONESHORELINE TO REFUND, AND/OR APPROVE REFUNDS OF, ANY OVERCHARGES RESULTING FROM DATA, DATA ENTRY, OR COMPUTATION ERRORS; AND**
- D. AUTHORIZING THE CEO OF ONESHORELINE TO REVISE THE CHARGES REPORT AS A RESULT OF ANY PARCEL CHANGES RECEIVED FROM THE COUNTY ASSESSOR AND/OR COUNTY CONTROLLER AND TO FILE THE REVISED CHARGES REPORT WITH THE COUNTY CONTROLLER**

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**RESOLVED**, by the Board of Directors (“Board”) of the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”), that:

Assembly Bill 825 allows OneShoreline to collect fees and charges through the property tax roll;

Flood Zone One is contiguous with the boundaries of the County of San Mateo (“County”), and rates have been established for Flood Zone One that are used to calculate specific charges for real property located in Flood Zone One; and

OneShoreline’s Chief Executive Officer (“CEO”) has prepared a written staff report for this Board meeting relating to the collection of service charges on the tax roll for Flood Zone One (“Charges Report”); and

The Charges Report contains the description of the properties and charges to said properties within Flood Zone One; and

As of the date the Charges Report was developed, data for the relevant tax rate areas were still being finalized.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED**, that:

- A. This Board does hereby confirm and adopt the Charges Report and declares the charges set forth therein to be, and the same are hereby, established and set for Fiscal Year 2026–27.
- B. Staff is authorized to file with the County Controller (“Controller”) an electronic copy of the Charges Report and a statement endorsed thereon that the charges as set forth in said electronic copy are the charges as adopted by this Board, and the Controller is hereby authorized to place the charges on the County’s property tax roll.
- C. The CEO is authorized to refund or approve the refunds of any overcharge contained in the Charges Report to the owner of an overcharged parcel if the overcharge resulted from data, data entry, or computation errors as determined by the CEO.
- D. The CEO is authorized to revise the Charges Report to reflect any parcel changes received from the County Assessor and/or Controller on or after June 22, 2026, and such revisions shall be certified and filed by the CEO with the Controller consistent with the processes set forth above.

PASSED AND ADOPTED by the OneShoreline Board on the 22nd day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
Acting Clerk of the Board of Directors

\_\_\_\_\_  
Chair of the Board of Directors



DRAFT RESOLUTION NO. 2026-06-22-C

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT (“ONESHORELINE”)**

- A. ADOPTING THE FISCAL YEAR 2026–27 WATER POLLUTION CONTROL SERVICE CHARGES REPORT (“CHARGES REPORT”) FOR FLOOD CONTROL ZONE TWO – CITY OF PACIFICA (“FLOOD ZONE TWO”); AND**
- B. AUTHORIZING STAFF TO FILE THE CHARGES REPORT WITH THE COUNTY CONTROLLER; AND**
- C. AUTHORIZING THE CEO OF ONESHORELINE TO REFUND, AND/OR APPROVE REFUNDS OF, ANY OVERCHARGES RESULTING FROM DATA, DATA ENTRY, OR COMPUTATION ERRORS; AND**
- D. AUTHORIZING THE CEO OF ONESHORELINE TO REVISE THE CHARGES REPORT AS A RESULT OF ANY PARCEL CHANGES RECEIVED FROM THE COUNTY ASSESSOR AND/OR COUNTY CONTROLLER AND TO FILE THE REVISED CHARGES REPORT WITH THE COUNTY CONTROLLER**

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**RESOLVED**, by the Board of Directors (“Board”) of the San Mateo County Flood and Sea Level Rise Resiliency District (“OneShoreline”), that:

Assembly Bill 825 allows OneShoreline to collect fees and charges through the property tax roll;

Flood Zone Two is contiguous with the boundaries of the City of Pacifica, and rates have been established for Flood Zone Two that are used to calculate specific charges for real property located in Flood Zone Two; and

The OneShoreline Chief Executive Officer (“CEO”) has prepared a written staff report for this Board meeting relating to the collection of service charges on the tax roll for Flood Zone Two (“Charges Report”); and

The Charges Report contains the description of the properties and charges to said properties within Flood Zone Two; and

As of the date the Charges Report was developed, data for the relevant tax rate areas were still being finalized.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED**, that:

- A. This Board does hereby confirm and adopt the Charges Report and declares the charges set forth therein to be, and the same are hereby, established and set for Fiscal Year 2026–27.
- B. Staff is authorized to file with the County Controller (“Controller”) an electronic copy of the Charges Report and a statement endorsed thereon that the charges as set forth in said electronic copy are the charges as adopted by this Board, and the Controller is hereby authorized to place the charges on the County’s property tax roll.
- C. The CEO is authorized to refund or approve the refunds of any overcharge contained in the Charges Report to the owner of an overcharged parcel if the overcharge resulted from data, data entry, or computation errors as determined by the CEO.
- D. The CEO is authorized to revise the Charges Report to reflect any parcel changes received from the County Assessor and/or Controller on or after June 22, 2026, and such revisions shall be certified and filed by the CEO with the Controller consistent with the processes set forth above.

PASSED AND ADOPTED by the OneShoreline Board on the 22nd day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

APPROVED:

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Acting Clerk of the Board of Directors

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Chair of the Board of Directors