

2023 MCC Committee and Task Assignments Government Meetings

Based on 02/06/22 draft

Committee Assignments

		MCC Member	Claire	Gregg	Scott	Gus	Dan	Kimberly	New
Planning Review Committee	Claire Dave Jill	X							
Quarry/Mirada Surf Master Plan Liaison	Len								
CDRC Liaison & Applicant Interviews w/Supervisor.	Claire	X							

Task Assignments

		MCC Member	Claire	Gregg	Scott	Gus	Dan	Kimberly	New
PO mail pickup	Claire	X							
Post paper agenda at Montara PO	Gregg		X						
Post paper agenda at Moss Beach PO	Claire	X							
Post paper agenda at El Granada PO	Dan					X			
Google MCC Distribution List	Gregg		X						
Agenda Mailing List	Gregg		X						
Distribute Agenda / Meeting Notices	Gregg		X						
Mailchimp Management	Gregg		X						
Facebook	Michelle								
Nextdoor	Gregg Claire	X	X						
HMB Review	Gregg		X						
Meeting room open/setup/close	Dan					X			
Zoom: run mtgs, schedule, manage account	Gregg		X						
Maintain MCC office at airport									
A/V equipment transport/setup (Hybrid mtgs)	Gregg ?cancel?		X						
Record and write minutes	Scott? Gregg		X	X					
Manage MCC email account	Gregg		X						
MCC website: post / edit	Gregg		X						

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Meeting binder & printed materials	?cancel?							
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Government bodies whose actions may impact the Midcoast

Review agendas for items of Midcoast importance (see Calendar page)

			Claire	Gregg	Scott	Gus	Dan	Kimberly	New
A1	Board of Supervisors	Dave							
A1	SMC Planning Commission	Dave Jill							
A1	Zoning Hearing Officer	Dave Jill							
A1	Coastside Design Review Committee	Dave Claire Jill	X						
A1	LAFCo	Gregg		X					
A1	Resource Conservation District (RCD)	Michelle Dave							
A1	FireSafe Council San Mateo	Len Dan					X		
A1	FireWise Communities	Len							
A2	SMC Parks Commission	Gregg		X					
A2	SMC DPW	Gregg		X					
E	Emergency Services - CERT, CEAP, Calfire	Michelle Claire	X						
O1	SMC Harbor District	Dave Jill							
O1	Sewer Authority Midcoastside (SAM)	Gregg		X					
O1	Coastside Fire Protection District	Dave Dan					X		
O1	Cabrillo Unified School District (CUSD)	Gregg		X					
O1	Coastside County Water District (CCWD)	Gregg		X					
O1	GCSD & Parks Advisory Committee	Len Dan					X		
O2	Caltrans District 4	Len Michelle							
O1	MWSD	Gregg		X					
O2	HMB City Council	Claire Gregg	X	X					
O2	HMB Planning Commission	Dave Claire	X						
O2	Pacifica City Council	Gregg		X					
O2	California Coastal Commission	Gregg Claire	X	X					
O2	C/CAG – City/County Association of Governments	Gregg		X					

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O2	Samtrans	Claire	X						
O2	Regional Water Quality Control Board	Gregg		X					
O2	HMB Airport / County	Gregg		X					

Other Infrastructure & Support

			Claire	Gregg	Scott	Gus	Dan	Kimberly	New
I1	Ownership of MCC gmail acct. / maintain backup security contact info	Gregg		X					
I2	Institutional knowledge repository:	Dave Gregg		X					
I2a	- What we've done in the past, and why	Dave Gregg		X					
I2b	- Brown Act advice	Dave Gregg Len		X					
I2c	- Keep a copy of all MCC documents and email for reference (<i>where, how, backup?</i>)	Dave Gregg		X					
I3	Respond to incoming requests to MCC email as needed, sometimes with research.	Gregg, Claire	X	X					
I4	Post incoming events to website as needed	Gregg		X					
I5	Subscribe to agendas for many county and regional bodies, scan and read as needed.	Gregg		X					
I6	Website Administration (<i>backup, restore, new/changed features, debugging</i>)	Gregg		X					
I7	Adopt-A-Highway	Michelle							

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