

2024 MCC Committee, Government Meetings, and Task Assignments

Notes from 2/21/24

Committee Assignments

	MCC Member	Claire	Gregg	Scott	Gus	Dan	Kimberly	Ann
Planning Review Committee	Claire Ann Kimberly	X					X	X
CDRC Liaison & Applicant Interviews w/Supervisor	Claire Ann Gus	X			X			X

Task Assignments

	MCC Member	Claire	Gregg	Scott	Gus	Dan	Kimberly	Ann
PO mail pickup	Kimberly						X	
Post paper agenda at Montara PO	Gregg		X					
Post paper agenda at Moss Beach PO	Kimberly						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	Lisa							
Nextdoor	Gregg Claire	X	X					
HMB Review	Gregg		X					
Meeting room open/setup/close	Dan Scott Kimberly			X		X	X	
Zoom: run mtgs, schedule, manage account	Gregg		X					
Maintain MCC office files	Lisa							
A/V equipment transport/setup (Hybrid mtgs)	Gregg ?cancel?		X					
Record and write minutes	Scott Ann			X				X
Ownership of MCC gmail acct. / maintain backup security	Gregg		X					
MCC website: post / edit	Gregg Lisa Claire	X	X					
Meeting binder & printed materials for meetings	Dan					X		

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Government bodies whose actions may impact the Midcoast

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

Nurture Collaborative Relationship with MCC

			Claire	Gregg	Scott	Gus	Dan	Kimberly	Ann
A1	Board of Supervisors	Ann Gus				X			X
A1	SMC Planning Dept. & Commission	Claire	X						
A1	Zoning Hearing Officer	Claire Ann	X			X			X
A1	Coastside Design Review Committee	Claire Ann	X						X
A1	LAFCo	Gregg, Gus		X		X			
A1	Resource Conservation District (RCD)	Kimberly Claire	X					X	
A1	FireSafe Council San Mateo	Scott			X				
A1	FireWise Communities	Scott			X				
A2	SMC Parks Commission	Gregg Scott Dan		X	X		X		
A2	SMC DPW (review BoS agenda)	Gregg Gus Ann		X		X			X
E	Emergency Services Meetings - CERT, CEAP, Calfire	Gregg Ann		X					X
O1	SMC Harbor District	Kimberly Gregg		X				X	
O1	One Shoreline	Kimberly Gregg		X				X	
O1	Sewer Authority Midcoastside (SAM)	Gregg Claire	X	X					
O1	Coastside Fire Protection District	Ann Gus				X			X
O1	Cabrillo Unified School District (CUSD)	Gregg Gus		X		X			
O1	Coastside County Water District (CCWD)	Gregg Gus		X		X			
O1	GCSD & Parks Advisory Committee	Gregg Dan		X			X		
O2	Caltrans District 4	Gus Dan				X	X		
O1	MWSD	Gregg Ann		X					X
O2	HMB City Council	Claire Gregg Kimberly	X	X				X	
O2	HMB Planning Commission	Claire Kimberly	X					X	
O2	Pacifica City Council	Gregg Kimberly		X				X	

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O2	California Coastal Commission	Kimberly Gregg		X				X	
O2	C/CAG – City/County Association of Governments	Gregg Gus		X		X			
O2	Samtrans	Gus Claire	X			X			
O2	Regional Water Quality Control Board	Gregg Gus		X		X			
O2	HMB Airport / County	Gus Gregg		X		X			
O2	ALAS	Gus Gregg		X		X			
I2	Institutional knowledge repository:	Lisa Gregg		X					
?	City Manager's Meeting	Gus				X			

Other Infrastructure & Support

			Claire	Gregg	Scott	Gus	Dan	Kimberly	Ann
I2b	Brown Act advice	Gus, Tim Fox				X			
I2c	Keep backup copy of all MCC documents and email for reference	Gregg (ask D. Olsen)		X					
I3	Respond to incoming requests to MCC email as needed,	Gus, Gregg, Claire	X	X		X			
I4	Post incoming events to website as needed	Gregg Lisa		X					
I5	Subscribe to agendas for many county and regional bodies, scan and read as needed.	Gregg + Assignees		X					
I6	Website Administration (<i>backup, restore, new/changed</i>)	Gregg Lisa		X					

Ad Hoc Committees/Work Groups - Infrastructure / CRISP

- c1 1. Water & Wastewater
- c2 2. Stormwater
- c3 3. Wildfire
- c4 4. Safe Routes to Schools
- c5 5. Emergencies / Evacuation Planning
- c6 6. Telecommunications
- c7 7. Power
- c8 8. Healthcare

Plus, we hope, a number of community members

- Gregg Ann
- Gregg, Ann, [Burnett Silveria](#)
- Gregg, [Keith Mangold Fran Pollard](#)
- Gregg
- Gus, Gregg
- Gregg, [Leo Gomez](#)
- Gregg Gus
- Claire

	Claire	Gregg	Scott	Gus	Dan	Kimberly	Ann
		X					X
		X					X
		X					
		X		X			
		X					
		X		X			
	X						

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c9 9.Transportation

c10 10.Harbor & Shoreline

Gus Dan Kimberly

Kimberly Gregg Dan

			X	X	X	
	X			X	X	