

FLOOD ZONE 6 ADVISORY BOARD MEETING

MAY 2, 2017

STAFF REPORT

Item 1. Approval of Meeting Minutes: September 13, 2016

Recommended Action: Approve minutes.

Item 2. Open Time for Items Not on the Agenda

Comments will be heard for items not on the agenda (**limited to three minutes per speaker**).

Item 3. Rain Gauge Maintenance Cost Share

Through a California Department of Water Resources (DWR) grant for Flood Emergency Response Projects, there is an opportunity to have a new gauge installed at the Marin Civic Center which would make real-time rain data available to the District, other agencies, and residents on the website *marin.onerain.com*. This improves situational awareness during rain storms in Flood Zones 6 and 7, and potentially supports future studies and designs.

While the grant funds the majority of the costs to install a gauge, it does not fund on-going maintenance costs so District staff approached Zones 6 and 7 about setting aside funds in their annual budgets for this (up to \$3,000 total for this gauge). Maintenance involves a contract for biannual hardware checks, ongoing software subscription and support, and management of these contracts and monitoring of the gauges by District staff. Additionally, there is time spent by staff responding to questions from users such as agency staff and the public.

At the previous meeting, the Advisory Board suggested seeking a possible third party to share maintenance costs to reduce the Zone 6 share to \$1,000. Staff was able to bring Las Gallinas Valley Sanitary District (LGVSD) on board; the LGVSD Board approved an annual contribution of \$1,500 for on-going maintenance costs. The remaining \$1,500 estimated annual cost will be shared between Zone 6 and Zone 7. In November of 2016, the Zone 7 Advisory Board recommended an annual contribution of \$750; leaving only \$750 for Zone 6 to contribute. Of this amount, \$500 has been appropriated in the proposed budget to services and supplies and \$250 to staff time (see item 6).

Note that the actual DWR grant amount awarded to install the gauge is less than that for which the District applied, and staff time for rain gauge installation exceeding that which is reimbursable under the grant may be charged to the zones. Therefore a contingency of \$3,250 is built into the proposed staff time budget for this fiscal year and next for an up to \$3,500 total increase. Staff activities may include radio studies, finalizing design, overseeing implementation and testing, and preparing the notice of Categorical Exemption per the California Environmental Quality Act.

Item 4. Illegal Dumping Adjacent to Public Storage at Merrydale Road

At the previous meeting, Advisory Board member Ken Dickinson noted dumping of debris in the city of San Rafael's tributary drainage of Las Gallinas Creek adjacent to the Public Storage at Merrydale Road. Staff acknowledged the concern and relayed the message to City of San Rafael staff. Thereafter, a "No Dumping" sign was installed at that location.

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Item 5. Current Activities Update

a. Yard Waste Disposal

New information was added to the annual leaf disposal flyer per Advisory Board member's suggestions at the 9/13/2016 meeting (see 9/13/2016 Draft Minutes for details). Staff plans to send the flyer out again this coming fall.

b. Maintenance Contract with San Rafael

The District plans to enter into an agreement with the City of San Rafael for the fifth year in a row so they can hire Conservation Corps North Bay (CCNB) to perform critical creek and ditch maintenance work before October 15th. The amount reimbursed by Zone 6 to the City of San Rafael for this work is not to exceed \$8,000 per year as recommended by the advisory board in 2015. This is included in the proposed Zone budget (see Item 6)

c. Pipe Rehabilitation on Corrillo Drive

District staff proposes to enter into an additional agreement with the City of San Rafael for rehabilitation of a pipe identified by the City of San Rafael as being corroded. In 2013 the advisory board recommended that the Zone provide the City with matching funds in order to move the project higher on the City's priority list. District staff followed up with new City staff regarding this recommendation and now the City is seeking bids for construction of the pipe rehabilitation at the Corrillo Drive cul-de-sac. Although the actual cost cannot be known until bids are received, a budget of \$50,000 in Zone 6 funds is recommended as a not-to-exceed cost for reimbursement of 50% of construction contract costs to the City. There will be additional time by District staff to negotiate, prepare, and oversee this agreement, estimated to cost \$10,000, which included in the proposed budget as well, split between this year and next (see Item 6).

d. SMART Update

Staff and SMART met in April to resolve the right-of-way ownership and maintenance responsibilities questions brought up by the advisory board at the prior meeting. The areas in question include a SMART culvert crossing under the track along the northern edge of the Zone, and a berm that SMART recently re-engineered to prevent backyard flooding. Staff hopes to resolve this issue this summer, possibly through establishment of a Memorandum of Understanding. \$5,000 in staff time has been proposed in the budget for this negotiation, split between this year and next (see Item 6)

e. Gallinas Watershed Program (information items)

The Gallinas Watershed Program is comprised of our partnering agencies: Flood Control Zone No. 6, Flood Control Zone No. 7, County Service Area No. 6, Las Gallinas Valley Sanitary District, and City of San Rafael. We would like to thank these partners for supporting the program over the past few years and for their many contributions to the development of Program products that sought solutions to reduce flood risk, increase local re-use of sediments, and increase resiliency to sea level rise.

These products included: Santa Venetia Interior Drainage Study, Las Gallinas Levee Evaluation (Santa Venetia), Lower Gallinas Creek Sea Level Rise Vulnerability Assessment, Gallinas Creek Geomorphic Dredge Assessment, McInnis Marsh Restoration Feasibility Study, Upper Gallinas Creek Restoration Opportunities Assessment.

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The final report is the last deliverable of the Program. It describes the current and historical conditions in the watershed; summarizes each of the studies and assessments; and draws connections among them. The public draft of the final report was released for public comment in mid-November 2016 and comments were accepted through January 31, 2017. We received over 50 comments. The final draft was released on March 31, 2017. The Final Report and all other Program deliverables are posted on the Gallinas Watershed webpage: http://www.marinwatersheds.org/gallinas_creek_flood_protection.html.

Item 6. Zone 6 Budget FY 17-18

Staff and AB will review the proposed Zone 6 FY 17-18 budget.

Recommended Action: recommend that the Board of Supervisors approve the budget.

Item 7. Schedule Next Meeting

Schedule the next meeting of the Zone 6 Advisory Board. Next regular meeting date is tentatively scheduled for the first Tuesday of the month of March (3/6/2018).

**FY 2017 - 2018 Budget Report
FCZ #6 San Rafael Meadows
Fund 23760**

Budget Summary

Account Description	FY 2016-17 Budget	FY 2016-17 Projected	FY 2017-18 Budget
Fund Beginning Balance	\$458,429	\$443,901	\$438,071
Expenses			
Salaries, Benefits, Overhead (mailing, printing)	\$12,460	\$23,210	\$24,164
Service and Supplies	\$16,500	\$18,900	\$69,650
Total Expenditures	\$28,960	\$42,110	\$93,814
Revenue			
Taxes	\$33,000	\$35,000	\$35,000
Revenues From Use of Money and Property	\$450	\$1,200	\$1,200
Intergovernmental Revenues	\$160	\$80	\$80
Total Revenue	\$33,610	\$36,280	\$36,280
Fund Ending Balance	\$463,079	\$438,071	\$380,537

Major "Services & Supplies" Expenditures

Professional Services			
Study Contingency	\$5,000	\$5,000	\$5,000
Total	\$5,000	\$5,000	\$5,000
Construction			
Pipe Rehabilitation Cost Share with City	\$0	\$0	\$50,000
Total	\$0	\$0	\$50,000
Maintenance & Repair Services - Land & Buildings			
Conservation Corps North Bay	\$2,400	\$2,400	\$2,400
Agreement with City for Vegetation Mgmt	\$8,000	\$8,000	\$8,000
Contingency (additional storm response)	\$0	\$2,400	\$2,400
Total	\$10,400	\$12,800	\$12,800
Maintenance & Repair Services - Equipment			
Civic Center Gauge Maintenance Cost Share	\$0	\$0	\$750
Services and Supplies Contingency	\$1,100	\$1,100	\$1,100
Total	\$1,100	\$1,100	\$1,850