

Marin County Flood Control and Water Conservation District

FLOOD CONTROL ZONE 7 ADVISORY BOARD MEETING

SEPTEMBER 3, 2014

STAFF REPORT

Item 1. Approval of Meeting Minutes: February 26, 2014

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. Watershed Program Update

a. Geomorphic Dredge Channel Study

At the May 22 and July 29, 2014 County Service Area 6 (CSA #6) advisory board meetings, District staff presented a new approach to dredging Gallinas Creek developed with funding from the Marin County Watershed Program. A "geomorphic dredge" approach was presented which should be more sustainable and attempts to work with natural watershed processes to reduce costs, impacts, and should reduce the need to dredge as often. The July presentation focused on boat access, dredge volumes and costs and presented a series of options for the Board to consider moving forward. The presentation is available on the Gallinas Watershed Program [website](#). A technical memorandum summarizing the assessment will be posted on marinwatersheds.org this fall/winter.

One outcome of the meeting was a request to establish a subcommittee of two advisory board members to work with staff to develop recommendations for dredge design. Staff are currently working with the CSA #6 Board Chair to form the subcommittee and to develop an agenda for a first meeting in late August or early September. Approximately 1-3 subcommittee meetings would be needed in order to determine:

- whether to continue with the larger historic dredging template or to pursue the geomorphic dredge approach,
- whether the geomorphic dredge template meets boat access requirements,
- which add-on project options should be included (options for boat dock dredge, blocking off outer arm of Santa Margarita Island), and
- any other issues that are appropriate.

The subcommittee would then report its findings and recommendations to the CSA #6 Advisory Board and the public at a proposed Fall/Winter Community meeting.

b. McInnis Marsh Restoration Feasibility Study

Marin County Parks is spearheading the McInnis Marsh Restoration Feasibility Study. Parks held a kick-off meeting on May 6th with Parks and Gallinas Watershed Program staff, Kamman Hydrology (the consultant for the project), and staff from Las Gallinas Valley Sanitary District. Marsh restoration could provide a site for dredge spoils from a Gallinas Creek dredge, could increase tidal flushing within the lower reaches of the creek, and could increase resiliency to sea level rise. The Feasibility Study is scheduled for completion early next year.

c. Las Gallinas Creek Levee Evaluation

Marin County Flood Control and Water Conservation District

On January 29 the Santa Venetia community came out to the Osher Marin Jewish Community Center to meet with County staff and discuss the results of the Las Gallinas Creek Levee Evaluation. The over \$1,000,000 effort was completed in cooperation with the U.S. Army Corps of Engineers in order to provide the community with a better understanding of the current condition and vulnerabilities of the nearly two miles of levees which help protect Santa Venetia from flooding.

The evaluation also furnished preliminary cost estimates for constructing a wide range of improvement alternatives ranging from \$17.2 million to \$105.3 million. Levee improvement alternatives meeting FEMA accreditation requirements were estimated to cost a minimum of \$21 million.

The evaluation also provided a preliminary indication that a levee improvement project in Santa Venetia is not a good candidate for receiving federal funding through the Corps' Section 205 Continuing Authorities Program (CAP).

Following the January 29 community meeting, staff prepared a list of public comments and responses and posted this on http://marinwatersheds.org/gallinas_creek_flood_protection.html.

d. Partnership with City of San Rafael

Gallinas Watershed staff continue to talk with City of San Rafael staff to develop a project description and scope of work.

e. Next Steps

Gallinas Watershed Program staff anticipate holding a community meeting this fall to present the Santa Venetia Drainage Study results and the Gallinas Creek Geomorphic Dredge Channel Study.

f. Santa Venetia Hydraulic Model

Through the Watershed Program, consultant, GHD, has prepared a hydraulic model of the Santa Venetia drainage system which simulates the ground surface features, soil permeability, street drains, other storm drains, pumps, and rainfall. The model helps identify parts of the community that are more vulnerable to flooding from significant rain storms (not from tidal flooding). At this meeting, GHD will present how they developed the model and highlight what they found. Staff will ask for input regarding ideas for potential projects to evaluate using the model.

Item 4. Zone Seven 5-year Maintenance Plan

Staff and AB will discuss anticipated maintenance over the next 5 years and a summary will be provided at the meeting. There are a few immediate items to address this year if funds allow that could help reduce future maintenance costs, the most urgent of which is Pump Station No. 2.

The No. 2 (mid-sized) pump at Pump Station # 2 was found to be in very bad condition during routine maintenance and inspection. The cost for repair would have been very high, \$35,081 and the cost to totally replace the pump is only 30% more, at \$45,403. Due to low availability of funds the Zone may have to keep this pump station in service for quite some time so staff selected the replacement option. This will provide a longer service life and reduce repair cost for the next service cycle which would be in 6 years. It will take up to 2 months to order the pump, and it should be installed by October 15. This pump replacement contract price includes a provision for stand-by pumping if needed.

Marin County Flood Control and Water Conservation District

Item 5. Proposed Revision of Zone By-Laws

There is an effort underway to improve and make consistent the by-laws across the eight flood zones being administered by the Marin County Flood Control & Water Conservation District. Staff proposes the attached recommendations and asks for the recommendation of the Advisory Board. The final step will be approval of all the zones' by-laws by the Board of Supervisors.

The primary change proposed by Staff is to Article V, Section 2. Meeting Frequency which in some zones had established annual meetings and in others had established quarterly meetings. Neither frequency has been optimal for any of the Flood Zones and therefore it is recommended that the Advisory Board annually determine and commit to a meeting calendar for each year.

Advisory Board meetings can cost upwards of \$5,000 in staff time to schedule, secure venue, notice by mail and email and post on the website and in compliance with the Brown Act, and prepare staff reports, agendas, minutes and presentations. Meeting annually, vs. quarterly, could save the zone approximately \$15,000 in staff time and \$750 in venue costs.

Item 6. Next Meeting

Schedule the next meeting of the advisory board. The next meeting, per the bylaws, is scheduled on **November 4, 2014**, however to save Zone funds for maintenance work, Staff recommend holding off on meeting until next fiscal year's draft budget is available to review.

**MARIN COUNTY FLOOD CONTROL AND WATER CONSERVATION
DISTRICT**

BY-LAWS OF THE FLOOD CONTROL ZONE NO. 7 ADVISORY BOARD

ARTICLE I: NAME

This organization shall be called "The Marin County Flood Control and Water Conservation District (MCFC&WCD) Flood Control Zone No. 7 Advisory Board" existing by virtue of the Marin County Flood Control and Water Conservation District Act (Act), Water Code Appendix 68-6, and exercising the powers and authority and assuming the responsibilities delegated to it under said Act.

ARTICLE II: PURPOSE

The Flood Control Zone 1 Advisory Board shall respond to and issue a report on all matters such as annual zone budget, annual work plan or capital projects for that zone, referred to it by the Board of Supervisors of the Marin County Flood Control and Water Conservation District through the District Engineer. Said report shall be made within 30 days of receipt. The Advisory Board shall not have any authority to consider matters beyond those referred by the Board of Supervisors of the Marin County Flood Control and Water Conservation District.

ARTICLE III: MEMBERSHIP

The Advisory Board shall consist of five (5) members, who shall be residents of Flood Control Zone No. 7, appointed by the Board of Supervisors of Flood Control.

ARTICLE IV: TERM OF OFFICE

1. Term of Appointment

Each member shall be appointed for a four year term. Notwithstanding said term, any member may be removed without cause at any time by a majority vote of the Board of Supervisors of the Marin County Flood Control and Water Conservation District.

2. Vacancy

If a vacancy occurs, the Board of Supervisors shall appoint a new Advisory Board member to serve for the remaining duration of the

resigning member's four-year term, at which time the appointment shall be reviewed every four years thereafter.

3. Resignation

A resignation of an Advisory Board member shall be in writing and filed with the Clerk of the Board of Supervisors.

ARTICLE V: MEETINGS

1. General

All meetings of the Advisory Board shall comply with all applicable laws including the provisions set forth in California Government code 54950-54962, the Brown Act and the Americans with Disabilities Act.

2. Meeting Frequency

~~Regular Annual meetings shall be held quarterly on the first third Tuesdays Wednesday of the months of February, May, August and November. If there is no business to be conducted at either of the regularly scheduled meetings, such may be cancelled by the At the annual meeting, the Advisory Board and District Engineer shall schedule all other regular meetings to be held that year. If there is no business to be conducted, regular meetings may be canceled by the District Engineer by noticing the Advisory Board and providing a written update on Zone activities. Special meetings may be called by the District Engineer when Marin County Flood Control and Water Conservation District business needs so dictate. Chair may request District Engineer to schedule special meetings. Special meetings may also be called at the request of the Advisory Board Chairperson.~~

3. Meeting Time and Place

Meetings shall be held at a place within or near the boundaries of Flood Control Zone No. 7, or at the principal office of the Marin County Flood Control and Water Conservation District.

4. Quorum

Three (3) members of the Advisory Board shall constitute a quorum for the response and issuance of report on all referred items.

5. Conduct of Meetings

All meetings shall be conducted and governed by the rules set forth in Robert's Rules of Order.

ARTICLE VI: OFFICERS AND DUTIES

The officers of the Advisory Board shall be the chair and vice-chair.

1. Election and Term

Officers shall be elected to a one-year term by a majority vote of the Advisory Board.

2. Resignations

An officer may resign at any time upon giving written notice to the Advisory Board.

3. Vacancies

Any vacancies of the chair or vice-chair shall be filled by a majority vote of the Advisory Board.

4. Chair

The chair shall preside at all meetings of the Advisory Board consistent with Robert's Rules of Order. The chair shall perform such duties necessary to run meetings.

5. Vice-chair

The vice-chair shall carry out the duties of the chair during her/his absence or disability, or during a vacancy in the office of the chair.

ARTICLE VII: BYLAWS

These bylaws may be recommended for amendment by a majority vote of all Advisory Board Members only if said proposed amendment does not conflict with any provisions of the Marin County Flood Control and Water Conservation District Act.

No amendment to these bylaws shall take effect or be binding until said amendment(s) are approved by the Board of Supervisors.