

MINUTES OF THE
FLOOD CONTROL ZONE 4 ADVISORY BOARD MEETING
HELD THURSDAY MARCH 10, 2016
AT STRAWBERRY RECREATION CENTER, GYM
118 E. STRAWBERRY DRIVE, MILL VALLEY

<u>Advisory Board (AB) Members Present</u>	<u>District Staff (Staff) Present</u>
Timothy Barteau (TB)	Hannah Lee, Associate Civil Engineer
John Leszczynski (JL)	Stephanie Lapine, Assistant Engineer
Kathryn Oliver (KO)	
Robert "Bob" Rogers (RR)	
Barbara DuBois (BD)	
<u>Advisory Board (AB) Members Absent</u>	<u>Others</u>
none	Leslie Alden, Aide to Supervisor Sears

Item 1. Election of Chairperson and Vice-Chairperson

Actions by Board:

Election of RR as Chairperson; *M/S: JL/BD, Ayes: All, Nay: None*

Election of KO as Vice-Chairperson; *M/S: JL/BD, Ayes: All, Nay: None*

Item 2. Approval of Meeting Minutes: October 21, 2015

Action by Board: Approve minutes as written with no amendments.

M/S: JL/KO, Ayes: All, Nay: None, Abstain: None

Item 3. Open Time for Items Not on the Agenda

Barbara DuBois has just announced her resignation from the Advisory Board. Leslie Alden presented a Certificate of Recognition to Barbara DuBois for her years of service to the Zone 4 Advisory Board.

A member of the public, Jim Fitzgerald, noted that the portable pump stationed at Cove Pump Station did not appear to have discharge tubing attached. Staff confirmed that the discharge tubing is safely stored inside the Cove Pump Station Building, and will be attached to the backup pump should it be called into service.

Item 4. Zone Engineer's Report

a. **FEMA Community Rating System (CRS) in Unincorporated Areas Update**

Staff described highlights of the FEMA CRS audit and score, the result of which provides a 15% discount for unincorporated County of Marin residents on their flood insurance policies beginning in May 2016. See the 3/10 Staff Report for more information.

b. **FEMA Hazard Mitigation Funding Opportunity**

The District received an invitation from FEMA to submit an application for the Marin County Structure Elevation Program within Zone 4. The AB was asked to decide if the Zone would like to invest funds into outreach measures, and pending the results, whether to invest funds

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into the application process. Applications are due in June of 2016. AB requested a cost estimate for applications per household. Staff will attend training on the application process on March 23 and will then be able to answer this question.

RR noted that with the FEMA floodplain map update that becomes effective this month removing much of Zone 4 north of Tiburon Blvd. from the FEMA Special Flood Hazard Area, Strawberry Circle is the neighborhood most likely to benefit from this grant. RR asked if homeowners will receive a notice of the map change. Staff responded that such a notice would not come from the District, but will inquire with the County's Land Development staff.

The AB recommended increasing the Zone 4A labor budget by \$1,000 to outreach to residents about the grant program. The AB requested a special meeting to decide whether or not to move forward on the grant application. The special meeting date was set for April 14. For more information on this program please see the 3/10 Staff Report or contact the County's application preparer Jon Liang at jliang@marincounty.org.

c. Cove Stormwater Pump Station Evaluation

Schaaf & Wheeler (S&W) presented the preliminary findings of the Cove Stormwater Pump Station Evaluation and Hydraulic Study. The purpose of the project is to determine current system capacity, assess current system operations, identify capacity, operations, and code upgrades, and to plan for climate change. Tasks which have been completed include development of a preliminary watershed hydrologic and hydraulic model, pump station facility inspection, and the initial development of upgrade recommendations.

The S&W team will finalize the model, develop prioritized upgrades and costs, and complete a draft study report for public comment. A final presentation will occur at the next regularly-scheduled AB meeting on May 12, and any comments from the AB and public will be considered in finalization of the study report.

The presentation generated questions and and comments by the AB:

- JL noted that replacing the pump station's programmable logic controller (PLC) in an emergency situation would take time and agreed with the preliminary recommendation to upgrade the PLC before it reaches the end of its expected design life.
- JL inquired about the feasibility of installing an automatic-raking trash rack immediately. S&W noted that before putting in a rake, the flow area and slope of the trash rack would need to change significantly and recommended installing the new trash rack along with other adjacent upgrades after a final design is developed.
- RR supported proceeding with S&W's anchoring recommendations.
- Otherwise RR indicated the importance of waiting to hear the final results and recommendations of the study, and the need to look at short-term solutions first.

Another question that came up for S&W to consider in their study is whether an auto-reset function for pumps can be installed in the short-term.

A general question from the AB came up about the status of any pre-existing agreements to have District pump maintenance staff staged in Southern Marin full-time during storms. This will be investigated before the next AB update on Cove Pump Station. Another question posed by AB was whether the Town of Tiburon could oversee the Flood Zone and its

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facilities (including Cove Pump Station) given its office's close proximity. District staff noted that the Town has a much smaller number of staff members.

Item 5. Watershed Program Update

Staff provided an overview of the purpose of the Southern Marin Watershed Guide and reported that the guide would be available for public review later this month. The guide is a tool to help prioritize projects. The AB requested email communication when the guide is available.

The draft project list for Zone 4, included in the 3/10/16 packet, will be an Appendix to the Southern Marin Watershed Guide. Zone 4 has four projects on the list.

The comment period for the Richardson Bay Shoreline Study will close by May 1, 2016, after which the report will be finalized. The study can be viewed at http://www.marinwatershed.org/southern_marin.html.

Item 6. Zone 4 and 4A FY 2016-17 Budget Review

Staff reviewed the FCZ #4 and FCZ #4A Budget Report. The AB asked for more detailed information on actual expenditures this year and in years prior, particularly the Salaries & Benefits line item of the budget report. An expenditures report will be provided at the upcoming May 12 meeting.

Action by Board: Recommend Board of Supervisors approval of the FY 2015-16 budget for Zone 4.

M/S: TB/JL, **Ayes:** All, **Nay:** None, **Abstain:** None

Action by Board: Recommend Board of Supervisors approval of the FY 2016-17 budget, with addition of \$1,000 in Salaries & Benefits (for the Home Elevation grant outreach) for the FY 2015-16 budget.

Zone 4A Budget: **M/S:** RR/JL, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 7. Schedule Next Meetings

The AB identified Thursday, April 14, to call a meeting specifically to discuss public outreach and application to the FEMA Hazard Mitigation Funding Grant opportunity to elevate homes.

The AB identified Thursday, May 12 as the desired date for the AB's next regular meeting, which would include the final Cove Stormwater Pump Station Evaluation presentation.

Action by Board: The AB adjourned the meeting.

M/S: JL/TB, **Ayes:** All, **Nay:** None, **Abstain:** None