

**Marin County Flood Control and Water Conservation District**

**FLOOD ZONE 4 ADVISORY BOARD MEETING**

**JUNE 5, 2012**

**STAFF REPORT**

**Item 1. Approval of Meeting Minutes for June 22, 2011**

**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. Annual and Preventive Maintenance Plan**

This year's annual and preventative maintenance plan includes:

a) Pump stations

The District performs major preventative pump maintenance on a six year cycle. This year's preventative maintenance will be performed on the back-up pump at the Cove Pump Station and two regular duty pumps at the Strawberry Circle Pump Station.

Last summer 2 pumps were serviced as described below.

- *Pump #2 at Cove Pump Station:* Testing of the electric motor revealed that no work was needed and the pump itself required no additional work beyond the standard maintenance.
- *Back-up Pump at Pamela Ct. Pump Station:* This pump is powered by a propane engine which the County Garage maintains every summer as part of the winter prep. The gearhead that the pump requires to transfer the engine power to the pump was included in the pump maintenance contract. Additional work required on the gearhead resulted in a cost increase to the contract of about 10% above bid price. It is not unusual for unanticipated work on pumps to be 25% to 35% above bid so this additional work was well within the contingency set aside.

b) Vegetation

The Conservation Corps North Bay will perform annual vegetation maintenance in East and West Creeks and at the Karen Way Trash Rack. The East Creek access road will be mowed. The orange Water Inflated Property Protector bags along the Blackfield Dr. side of West Creek have been removed for the summer. The bags will be reinstalled in the fall.

During Creek maintenance some erosion was noticed on the right bank of West Creek looking downstream from Cecilia Way at the end of the sackrete wall. Stabilization of the bank here will be included in the West Creek Flood Control Improvement project work to streamline contracting, permitting and environmental compliance work.

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View of erosion on bank of West Creek from Cecilia Way Bridge looking south/downstream.

**Item 4. Project Status Update**

a) Watershed Program

*Background*

Work on the *Southern Marin Watershed Master Plan (WMP)* is presently underway. The WMP will be a guiding document for developing integrated, multi-benefit projects in Southern Marin watersheds. This effort is being drafted by County staff together with other partner agencies knowledgeable of current flood issues within the watershed.

Southern Marin's Flood Control Zones 3 and 4 have thus far identified approximately \$70 million dollars in projects aimed to address various flood issues. The WMP will complete a systematic review of existing conditions, assess levels of flood protection and improvement alternatives by sub-watershed, and provide guidance for next steps. The WMP will also seek to identify multi-benefit projects that enhance habitat or public access to increase the opportunities for securing grant funding.

A new summary of the document describing the Southern Marin Watershed program has been developed and is posted on the Southern Marin watershed section of [www.marinwatersheds.org](http://www.marinwatersheds.org).

*Current and Upcoming Tasks*

Work evaluating existing watershed conditions started in late 2011. Field visits are planned in Zone 4 later this month. A series of draft maps of locations of known flooding will be produced that will be

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reviewed during upcoming meetings with the Technical Work Group. A technical memorandum summarizing existing studies will also be reviewed by the Technical Work Group this summer.

The County has awarded a contract to Kruse Imaging of Palo Alto, CA to reclassify and improve the Golden Gate light detection and ranging (LiDAR) (i.e., topographic) dataset that was provided to the County in 2011 in order to create an improved digital elevation model (DEM) for the Southern Marin watershed. Historically, watershed hydrology (i.e., the determination of flood flow rates) has been performed by various consultants using a variety of methods and assumptions leading to a range of flood flows that were subsequently used for hydraulic studies. The improved LiDAR based DEM will be the basis for this updated hydrology analysis of the watershed which is anticipated to be completed in Fall 2012.

### **b) West Creek Flood Control Improvements**

In consultation with the County's head of Real Estate, it was determined that the existing drainage easement that runs along West Creek does not grant the District the right to construct and maintain improvements. The existing easement provides access to maintain the "free and natural flow" of the creek and therefore the District must acquire a Flood Control easement at each one of the nine properties where a wall is proposed, which in most cases would overlay the existing drainage easement dimensions exactly. Staff will pursue easement donations.

In 2012, the District received letters from six of the nine property owners opposing the project. Staff subsequently met individually with seven of the property owners and the majority expressed a willingness to allow the project but did have some concerns. The District may need to hire a landscape architect to help address these concerns.

At the previous Advisory Board meeting your Board requested the District investigate the possibility of removing the Pamela Court neighborhood from the FEMA special flood hazard area as part of the West Creek Flood Control Improvements Project. As discussed in full detail in the April 27<sup>th</sup> letter sent to your Board, the scope of this investigation is beyond this project and therefore we recommend investigating this as part of the watershed program.

The estimated construction cost for the West Creek Flood wall project is \$400,000. Additional costs will be incurred for landscaping to meet permit compliance and easement acquisition requirements.

### **Item 5. Zone Budget for FY 2012-2013**

The Zone 4 budget for FY 2012-2013 (begins July 1, 2012 and ends June 30, 2013) is attached and will be presented to the Board of Supervisors at a hearing this summer.

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

### **Item 6. Next Meeting**

Schedule the next meeting of the Zone 4 Advisory Board. The bylaws specify that the next meeting be held on June 4, 2013.

**FY 2012 - 2013 Budget Report  
FCZ #4 Bel Aire  
Fund 23730**

**Budget Summary**

Account Description	FY 2011-12 Budget	FY 2011-12 Projected	FY 2012-13 Budget
<b>Fund Beginning Balance</b>	\$ 1,647,191	\$ 2,022,914	\$ 1,765,915
<b>Expenses</b>			
Salaries and Benefits	\$ 458,000	\$ 517,000	\$ 473,000
Service and Supplies	\$ 199,250	\$ 260,405	\$ 230,005
Capital Outlay	\$ 13,000	\$ 13,000	\$ 13,000
Departmental Charges (Watershed)	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 670,250</b>	<b>\$ 790,405</b>	<b>\$ 716,005</b>
<b>Revenue</b>			
Taxes*	\$ 507,700	\$ 523,070	\$ 507,700
Revenues From Use of Money and Pr	\$ 17,000	\$ 7,000	\$ 7,000
Intergovernmental Revenues	\$ 3,300	\$ 3,336	\$ 3,300
<b>Total Revenue</b>	<b>\$ 528,000</b>	<b>\$ 533,406</b>	<b>\$ 518,000</b>
<b>Fund Ending Balance</b>	<b>\$ 1,504,941</b>	<b>\$ 1,765,915</b>	<b>\$ 1,567,910</b>

**Major "Services & Supplies" Expenditures**

**Professional Services**

West Creek	\$ 25,000	\$ 37,415	\$ 25,000
Miscellaneous Studies	\$ 60,000	\$ 47,585	\$ 60,000
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>

**Maintenance & Repair Services - Equipment**

Pump Repair Service	\$ 50,000	\$ 50,000	\$ 25,000
ALERT System Maintenance	\$ 1,000	\$ 1,000	\$ 1,000
SCADA	\$ -	\$ -	\$ -
Miscellaneous	\$ 16,500	\$ 16,500	\$ 11,600
<b>Total</b>	<b>\$ 67,500</b>	<b>\$ 67,500</b>	<b>\$ 37,600</b>

**Maintenance & Repair Services - Land & Buildings**

Conservation Corps North Bay	\$ 46,500	\$ 46,500	\$ 46,500
Miscellaneous	\$ 19,950	\$ 19,950	\$ 19,950
<b>Total</b>	<b>\$ 66,450</b>	<b>\$ 66,450</b>	<b>\$ 66,450</b>

**Miscellaneous Services & Supplies** \$ 36,400 \$ 41,455 \$ 40,955

\* Property Tax

**FY 2012 - 2013 Budget Report  
FCZ #4A - Strawberry  
Fund 23740**

**Budget Summary**

Account Description	FY 2011-12 Budget	FY 2011-12 Projected	FY 2012-13 Budget
<b>Fund Beginning Balance</b>	\$ 26,488	\$ 28,994	\$ 31,094
<b>Expenses</b>			
Salaries and Benefits	\$ -	\$ -	\$ -
Service and Supplies	\$ 4,000	\$ 4,000	\$ 23,000
Capital Outlay	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 23,000</b>
<b>Revenue</b>			
Taxes*	\$ 6,000	\$ 6,000	\$ 6,000
Revenues From Use of Money and Property	\$ 150	\$ 100	\$ 100
Intergovernmental Revenues	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 6,150</b>	<b>\$ 6,100</b>	<b>\$ 6,100</b>
<b>Fund Ending Balance</b>	<b>\$ 28,638</b>	<b>\$ 31,094</b>	<b>\$ 14,194</b>

**Major "Services & Supplies" Expenditures**

**Professional Services**

Electrical Engineering Consultant	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Maintenance &amp; Repair Services - Equipment</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$20,000</b>
<b>Maintenance &amp; Repair Supplies - Equipment</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>Utilities</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>Other Services &amp; Supplies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Special Benefit Tax Assessment