

Marin County Flood Control and Water Conservation District

FLOOD CONTROL ZONE 4 ADVISORY BOARD MEETING

MARCH 12, 2015

STAFF REPORT

Item 1. Approval of Meeting Minutes: November 12, 2014

Recommended Action: Approve minutes.

Item 2. Election of Advisory Board Officers (Chairperson and Vice-Chairperson)

The bylaws for the Zone 4 Advisory Board specify that officers for the positions of chairperson and vice-chairperson each be elected to serve a one-year term by a majority vote of the Advisory Board. A primary role of the chairperson is to conduct the meeting. The current chairperson is Bob Rogers and the current vice-chairperson is undetermined.

Recommended Action: Elect chairperson and vice-chairperson.

Item 3. 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 4. Zone Engineer's Report

a. **Storm Report – Flooding Near Cove Pump Station**

Heavy rainfall in the early morning hours of December 3 resulted in flooding at several properties near the Cove Pump Station, including businesses at the Cove Shopping Center and some residences on Cecilia Way. Staff will describe the circumstances surrounding the event.

Reports of stormwater ponding near 125 Blackfield Dr. were received during the storm on December 11. Culverts which drain from Blackfield Dr. to West Creek were observed by a resident to be backing up and onto the street. There were no reports of water entering any buildings. The street drain inlets are within the Town of Tiburon road right-of-way and the pipes which carry water to the creek pass through private property. The reported observations were provided to the Town of Tiburon and will also be noted as an existing condition in the work being performed as part of the Southern Marin Watershed Program.

b. **FEMA Community Rating System (CRS) Update**

The FEMA Community Rating System (CRS) program is a voluntary incentive program being implemented by the County which may result in a 5% to 10% reduction in flood insurance costs by the end of 2015 for residents residing in unincorporated areas; although the size and diversity of the county area make it difficult to predict the exact amount of the discount. Current estimates are that FEMA will begin the initial audit which is required for the County to enter the program in April and that the audit will then take approximately six months to complete. Following the audit and County's acceptance into the CRS program, discounts would be applied at the time insurance is renewed. Future implementation of

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additional community floodplain management activities that exceed the minimum National Flood Insurance Program requirements could result in additional discounts.

Item 5. Annual and Preventative Maintenance Work Program

a. Pump Stations:

Individual pumps and motors are scheduled for major maintenance on a six year interval at each of the zone's three stations. In addition to major maintenance, preventative maintenance at all pump stations also takes place every year and includes the inspection, testing, and as needed replacement of electrical and mechanical components. Below are highlights for each pump station, both for work completed this past fiscal year, as well as work scheduled for the upcoming 2015-2016 fiscal year.

For FY 2014-2015:

The following work was completed within budget:

Cove Pump Station: Scheduled engine maintenance for the backup pump was completed. Also, a new 3-phase voltage band monitor was installed following the December 3, 2014 storm after it was determined that the existing monitor was out of calibration.

Pamela Court: Pump no. 2 was due for major maintenance and was replaced. It was determined that a new motor was also needed. Replacement of the motor is scheduled to be completed within the next one to two months.

Strawberry Circle: While major maintenance work was scheduled for both pumps, only minor maintenance was needed, as pumps at this station received unplanned major maintenance work in 2013.

For FY 2015-2016:

The following work is scheduled:

Cove Pump Station: Preventative maintenance to be performed, with major maintenance scheduled for pump no. 1.

Pamela Court: Preventative maintenance to be performed with no major maintenance scheduled.

Strawberry Circle: Preventative maintenance to be performed with no major maintenance scheduled.

An invitation for bids to perform major maintenance will be released on March 11 and staff will prepare a recommendation to the Board of Supervisors to award a contract to the lowest qualified bidder following the receipt of bids on April 14. The amount budgeted for completing this work is \$25,000.

b. Vegetation:

Prior to the winter season and following notification of residents, the Conservation Corps North Bay will perform annual vegetation maintenance along East and West Creeks and at the Karen Way Trash Rack. During maintenance, the District will also identify and perform

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any bank stabilization repairs needed. The East Creek access road will also be mowed this summer.

c. Sediment Removal

The need for sediment removal will be assessed at West Creek downstream of Cecilia Way. In the event that removal is needed, individual environmental permits will be sought.

Note: to date, the District's Routine Maintenance Agreement (RMA) has only been reviewed and received approval from the California Department of Fish & Wildlife. Additional individual permits for each sediment removal site will be needed until the time the RMA receives approval from the remaining regulatory agencies, including the Regional Water Quality Control Board, U.S. Army Corps of Engineers, and the Bay Conservation and Development Commission.

Item 6. Watershed Program Update

a. Southern Marin Watershed Guide

The Southern Marin Watershed Guide (WG) will describe existing conditions and summarize watershed study findings in a user-friendly, graphics-rich format. The purpose of the Guide is to organize information and data for the sub-watersheds draining to Richardson Bay (Marin City, Coyote Creek, Arroyo Corte Madera del Presidio, Ryan Creek, Sutton Manor/Alto/Strawberry, and East and West Creeks) and to develop a list of project concepts to address both short term and long term flood and creek management needs. The goal of the WG is to effectively communicate information, findings and recommendations to partner agencies and the community in a concise manner to guide decision making and future commitments. Restoration Design Group and Leslie Stone and Associates are in contract to develop the Watershed Guide. A draft guide is expected mid-2015.

Community meetings to share the draft guide will be held this spring. The first meeting will be held in the Coyote Creek sub-watershed (includes Tam Valley) and is planned for April 22nd between 6:30 pm – 8:30 pm at the Tam Valley Community Center. Meetings in Marin City, Mill Valley, and Zone 4 will follow in the spring to discuss each sub-watershed in more detail. Additional meeting dates will be posted online and sent to email lists. To sign up for email alerts, visit www.marinwatersheds.org and look for the sign up button on the right.

b. Project Summary Report

A parallel and supporting effort to the Southern Marin Watershed Guide, District staff is assessing potential projects across all sub-watersheds based on a historical assessment of known flooding issues. The assessment will be provided as a written report and will include a description of each flooding issue, an assessment of potential projects which, if constructed, could help address the issue, and a preliminary appraisal level cost estimate for each potential project. A draft list of potential projects will be presented at the upcoming community meetings in each sub-watershed and comments will be sought at that time.

c. Richardson Bay Shoreline Study: Sea Level Rise Impacts Assessment and Concept-Level Alternatives Evaluation

This technical study will assess vulnerabilities to infrastructure and built areas within the Inner Richardson Bay shoreline (including Zones 3 and 4) to three scenarios of sea level rise (+12, +36 and +60 inches) based on inundation modeling using GIS mapping. See the presentation and Zone 4 Advisory Board meeting staff report from November 12, 2014 for

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more information. The anticipated completion date for the Richardson Bay Shoreline Study is mid-2015. Public meetings will be held this summer to share the findings of the study.

Item 7. Zone 4 & Zone 4A FY 2015-16 Budget Review

The Zone 4 and Zone 4a budgets for FY 2015-2016 (begins July 1, 2015 and ends June 30, 2016) will be presented to the Board of Supervisors at a hearing this summer. A proposed budget summary will be presented to the AB by staff for review. AB will also discuss and may recommend an action regarding anticipated maintenance budget shortfalls, potential revenue measures, and associated schedules.

Recommended Action: Recommend Board of Supervisors approve budget.

Item 8. Schedule Next Meetings

Although the draft By-Law revisions recommended by your board last year have not been approved by the Board of Supervisors, it is recommended that the Advisory Board consider the need for meetings in the upcoming year and adopt a meeting schedule for the year.

**FY 2015 - 2016 Budget Report
FCZ #4 Bel Aire
Fund 23730**

Budget Summary

Account Description	FY 2014-15 Budget	FY 2014-15 Projected	FY 2015-16 Budget
Fund Beginning Balance	\$ 1,859,739	\$ 2,581,348	\$ 2,371,322
Expenses			
Salaries and Benefits	\$ 454,984	\$ 430,207	\$ 430,207
Service and Supplies	\$ 199,136	\$ 320,019	\$ 452,156
Capital Outlay	\$ -	\$ -	\$ -
Total Expenditures	\$ 654,120	\$ 750,226	\$ 882,363
Revenue			
Taxes	\$ 535,235	\$ 535,235	\$ 535,235
Revenues From Use of Money and Property	\$ 2,000	\$ 1,665	\$ 1,600
Intergovernmental Revenues	\$ 3,300	\$ 3,300	\$ 3,300
Total Revenue	\$ 540,535	\$ 540,200	\$ 540,135
Fund Ending Balance	\$ 1,746,154	\$ 2,371,322	\$ 2,029,094

Major "Services & Supplies" Expenditures

Professional Services

Balance of previously encumbered contracts	\$ -	\$ 67,666	\$ -
Miscellaneous Studies	\$ 50,000	\$ 50,000	\$ 175,000
Total	\$ 50,000	\$ 117,666	\$ 175,000

Maintenance & Repair Services - Equipment

Pump Repair Service	\$ 25,000	\$ 25,000	\$ 25,000
Precipitation & Stream Gauge Mtn	\$ 2,000	\$ 2,000	\$ 2,500
ALERT System	\$ 2,400	\$ 2,400	\$ 3,000
SCADA	\$ 500	\$ 500	\$ 1,420
Balance of previously encumbered contracts	\$ -	\$ 27,760	\$ -
Miscellaneous (Cove & Pamela Improvements)	\$ 10,000	\$ 10,000	\$ 110,000
Total	\$ 39,900	\$ 67,660	\$ 141,920

Maintenance & Repair Services - Land & Buildings

Conservation Corps North Bay	\$ 48,600	\$ 48,600	\$ 48,600
Balance of previously encumbered contracts	\$ -	\$ 24,457	\$ -
Miscellaneous	\$ 20,000	\$ 20,000	\$ 20,000
Total	\$ 68,600	\$ 93,057	\$ 68,600

Miscellaneous Services & Supplies	\$ 40,636	\$ 41,636	\$ 66,636
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**FY 2015 - 2016 Budget Report
FCZ #4A - Strawberry
Fund 23740**

Budget Summary

Account Description	FY 2014-15 Budget	FY 2014-15 Projected	FY 2015-16 Budget
Fund Beginning Balance	\$ 17,202	\$ 24,136	\$ 12,386
Expenses			
Salaries and Benefits	\$ -	\$ -	\$ -
Service and Supplies	\$ 18,000	\$ 18,500	\$ 9,000
Capital Outlay	\$ -	\$ -	\$ -
Total Expenditures	\$ 18,000	\$ 18,500	\$ 9,000
Revenue			
Taxes	\$ 6,734	\$ 6,734	\$ 6,734
Revenues From Use of Money and Property	\$ 20	\$ 16	\$ 15
Intergovernmental Revenues	\$ -	\$ -	\$ -
Total Revenue	\$ 6,754	\$ 6,750	\$ 6,749
Fund Ending Balance	\$ 5,956	\$ 12,386	\$ 10,135

Major "Services & Supplies" Expenditures

Professional Services	\$0	\$0	\$0
Maintenance & Repair Services - Equipment	\$15,000	\$15,000	\$5,000
Maintenance & Repair Supplies - Equipment	\$1,500	\$1,500	\$2,000
Utilities	\$1,500	\$1,500	\$1,500
Other Services & Supplies	\$ -	\$ 500	\$ 500