

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

**FLOOD ZONE 7 ADVISORY BOARD MEETING**

**MAY 3, 2011**

**STAFF REPORT**

**Item 1. Approval of Meeting Minutes: August 25, 2010 and October 19, 2010**

**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 Preventative Maintenance Plan**

This year's annual and preventative maintenance plan includes:

a) Pump stations

Individual pumps and motors are scheduled for major maintenance on a six year interval at each of the zone's five stations. Only one pump and motor is scheduled for major maintenance this year: Pump #1 at Pump Station #5. Preventative maintenance at all pump stations will also take place, including inspection, testing, and as needed replacement of electrical and mechanical components.

b) Intercepting drains

Meadow: Approximately 540 cubic yards of material was removed last year. While the pipe will be monitored for any sediment accumulation that may occur, there is no anticipated need for the removal of additional sediment this year.

La Pasada: material was removed from 250 ft of pipe extending landward from the creek outfall to the manhole at Vendola Dr. A video and diver inspection confirmed that the pipe was sound and there were no reports of pipe malfunction this past rainy season. Assessments of the pipe will continue this spring and summer to ensure that it continues to function properly and any additional cleaning will be performed as necessary prior to the next rainy season.

Sunny Oaks: staff will work with the Department of Public Works on scheduling routine sediment removal from the drain.

c) Vegetation – Vegetation maintenance will occur in all flood control easements.

d) Levees – Inspection and maintenance is conducted every two years. The next inspection will take place in late-summer / early-fall 2011. Following the inspection, repairs will be performed at select locales.

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- e) Rodent (Gopher) Control – Rodent control efforts have been underway for the last two years and are an ongoing effort. Traps are set and, following successful rodent removal, holes are filled with bentonite to restore the levee fill material. Residents who notice rodent activity can contact the District to have traps set near the levees.

### **Item 4. McPhail School Property – Berm Maintenance**

The McPhail School property is located at the eastern edge of Santa Venetia off of E. Vendola Dr. and is owned by the San Rafael City School District. An earthen berm on the property was built up over the years and provides a flood control benefit to neighboring residents. The Flood Control District has been in contact with the School District to discuss maintenance requirements for the berm. Additionally, the Flood Control District will be investigating obtaining an easement which would allow for the berm's maintenance and any future improvements.

### **Item 5. Project / Initiative Status Report**

An update on active projects / initiatives occurring in the zone:

#### **a) Las Gallinas Creek Levee Evaluation**

The District is presently working with the U.S. Army Corps of Engineers (Corps) on a joint study to assess the current condition of the levees and consider levee improvement alternatives. Additionally, upon its conclusion, the study will also provide an indication of whether or not additional federal funds could be used for the design and construction of levee improvements.

The District and USACE signed a Feasibility Cost Sharing Agreement (FCSA) which outlines the work and associated costs of the study. To date, the South Fork hydrology report is complete. Remaining work includes completion of the following: hydrology for the North Fork (Corps), hydraulics and costal analyses (Corps), geotechnical evaluation (District), economic analysis (Corps), and preliminary determination of federal interest (Corps). The Corps anticipates that the study will be complete in the spring of 2012.

This spring the USACE informed the District that an estimated \$71K in additional funds above what was originally approved is required to complete the study and on March 22 the Board of Supervisors approved the USACE's request for additional monies. One-hundred percent of the funds were provided through District 1 Supervisor Susan Adams' Discretionary Fund.

#### **b) Gallinas Creek Flood Protection & Watershed Program**

Staff presented the Watershed Program to the Advisory Board at its August 25, 2011 meeting noting that, pending successful discussions with potential program partners, staff may return to the Board and request their recommendation for funds to be allocated towards furthering the program. Since the August 25, 2011 meeting, staff met with the CSA 6 Advisory Board and received a commitment of \$60K towards the program and also received a commitment of \$12,500 from Flood Control Zone No. 6. In addition, staff presented the watershed program concept to the Las Gallinas Valley Sanitary District and asked them to consider participation in the program and commit \$80K towards the program.

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Staff will continue to meet with potential partners, including the City of San Rafael, over the upcoming months to assess the level of support and commitment. If the program is successful in securing the commitments required to implement the watershed approach, a community stakeholder process would be implemented and work begun to scope a study that identifies a suite of alternatives that supports an integrated approach to flood protection and habitat restoration across the watershed.

**Recommended Action:** recommend a commitment of \$80K towards the program.

Watershed information is available online at:

[www.marinwatersheds.org/gallinas\\_creek\\_flood\\_protection.html](http://www.marinwatersheds.org/gallinas_creek_flood_protection.html)

### **Item 6. Zone Budget for FY 2011-2012**

The Zone 7 budget for FY 2011-2012 (begins July 1, 2011 and ends June 30, 2012) is attached and will be presented to the Board of Supervisors at a hearing this summer.

**Recommended Action:** Recommend that the Board of Supervisors adopt the budget.

### **Item 7. Grant Tracking Summary**

Tracking, researching, assessing, and applying for grants is ongoing standard practice for staff. Staff keep abreast of the latest federal and state grant opportunities from agencies including the U.S. EPA, FEMA, NRCS, DWR, DF&G, and others and assess current zone projects against specified eligibility criteria. As a result, Zone 7 has received over \$400,000 in state grants and Federal Section 205 funding in the last 5 years. Staff will discuss some of the grants relative to current zone projects.

### **Item 8. Community Workshop – Follow-up/Summary**

At its last meeting the Advisory Board facilitated a community workshop to provide an open dialogue and develop an expanded and mutual understanding of flood control issues within the Santa Venetia community. Issues discussed at the meeting were scribed and distributed to the Advisory Board following the meeting. The Future of Flood Control Sub-committee, which is made up of two board members, was also set up to discuss next steps.

### **Item 9. Next Meeting**

Schedule the next meeting of the Zone 7 Advisory Board. The bylaws specify that the next meeting be held on Tuesday, August 2, 2011.

**FY 2011 - 2012 Budget Report  
FCZ #7 Santa Venetia  
Fund 23770**

**Budget Summary**

<b>Budget Summary</b>			
<b>Account Description</b>	<b>FY 2010-11 Budget</b>	<b>FY 2010-11 Projected</b>	<b>FY 2011-12 Budget</b>
<b>Fund Beginning Balance</b>	\$1,199,235	\$1,267,690	\$778,090
<b>Expenses</b>			
Salaries and Benefits	\$126,000	\$219,816	\$179,816
Service and Supplies	\$210,500	\$419,750	\$199,150
Capital Outlay	\$3,000	\$0	\$0
Loan Repayment and Interest	\$206,667	\$175,584	\$0
Departmental Charges (Watershed only)	\$0	\$80,000	\$0
<b>Total Expenditures</b>	<b>\$546,167</b>	<b>\$895,150</b>	<b>\$378,966</b>
<b>Revenue</b>			
Taxes	\$379,900	\$400,010	\$375,500
Revenues From Use of Money and Property	\$15,000	\$4,000	\$4,000
Intergovernmental Revenues	\$1,300	\$1,190	\$1,100
Miscellaneous Revenues	\$0	\$350	\$0
<b>Total Revenue</b>	<b>\$396,200</b>	<b>\$405,550</b>	<b>\$380,600</b>
<b>Contingencies</b>	<b>\$1,049,268</b>	<b>\$778,090</b>	<b>\$779,724</b>
<b>Major "Services &amp; Supplies" Expenditures</b>			
<b>Professional Services</b>			
Estancia Ditch Improvements Design	\$0	\$0	\$0
Miscellaneous Studies	\$0	\$9,500	\$30,000
Pump Station No. 2 Construction Management	\$0	\$0	\$0
Pump Station No. 2 Design	\$0	\$23,500	\$0
<b>Total</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$30,000</b>
<b>Construction</b>			
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Maintenance &amp; Repair Services - Equipment</b>			
ALERT System Maintenance	\$5,000	\$1,000	\$1,000
Meadow Drive, La Pasada Interceptor Clean Out	\$100,000	\$309,000	\$20,000
Major Pump Maintenance	\$0	\$5,000	\$50,000
Miscellaneous	\$32,000	\$10,000	\$26,500
<b>Total</b>	<b>\$137,000</b>	<b>\$325,000</b>	<b>\$97,500</b>
<b>Maintenance &amp; Repair Services - Land &amp; Buildings</b>			
CCNB (Conservation Corps North Bay)	\$20,000	\$20,000	\$20,000
Limited Levee Repairs	\$0	\$4,000	\$10,000
Miscellaneous	\$22,500	\$10,000	\$12,000
<b>Total</b>	<b>\$42,500</b>	<b>\$34,000</b>	<b>\$42,000</b>
<b>Other "Services &amp; Supplies" Expenditures</b>	<b>\$31,000</b>	<b>\$27,750</b>	<b>\$29,650</b>

**FY 2011 - 2012 Budget Report**  
**Expenses Detail**  
**FCZ #7 Santa Venetia**  
**Fund 23770**

Account Description	FY 2010-11 Budget	FY 2010-11 Projected	FY 2011-12 Budget
Professional Services	0	33,000	30,000
Administration & Finance Services	3,500	3,000	3,000
Insurance Premiums	0	0	0
Communications Services	2,000	1,000	1,000
Utilities	12,000	10,000	10,000
Maintenance & Repair Services - Equipment	137,000	325,000	97,500
Maintenance & Repair Services - Land & B	43,000	34,000	42,000
Rent & Operating Leases	1,000	1,400	1,400
Professional Development Expense	1,000	1,000	2,750
Travel	500	100	500
Miscellaneous Services (Trade)	0	1,600	1,500
Office Supplies	1,500	1,300	1,300
Maintenance & Repair Supplies - Equipment	5,000	4,000	4,000
Maint & Repair Supplies- Lnd & B	3,000	3,000	3,000
Construction	0	0	0
Oil & Gas	1,000	1,000	1,000
Misc Supplies	0	350	200
<b>Service and Supplies</b>	<b>210,500</b>	<b>419,750</b>	<b>199,150</b>
Retirement of Other Long-Term Debt	166,667	166,667	0
Interest on Other Long-Term Debt	40,000	0	0
Interest on Notes and Warrants	0	8,917	0
Equip. & Mach. (Furn, Fixs & Equip) (Bud	3,000	0	0
<b>Capital Outlay</b>	<b>209,667</b>	<b>175,584</b>	<b>0</b>
<b>Flood Control Division</b>			
Salaries - Zone Administration	50,000	69,061	50,000
Salaries - Creek Maintenance	5,500	2,192	5,000
Salaries - Support (GIS, Environmental)	5,000	8,022	5,000
Salaries - Equipment Maintenance	20,000	49,881	25,000
Salaries - USACE FCSA	10,000	10,845	20,000
<b>Sub-total</b>	<b>90,500</b>	<b>140,000</b>	<b>105,000</b>
<b>Other Divisions</b>			
Salaries - Building Maitenance	25,000	19,702	45,000
Salaries - Other - Real Estate, Garage	2,000	4,407	4,816
Salaries - Engineering	5,000	32,729	5,000
Salaries - Roads	3,500	22,978	20,000
<b>Sub-total</b>	<b>35,500</b>	<b>79,816</b>	<b>74,816</b>
<b>Salaries and Benefits</b>	<b>126,000</b>	<b>219,816</b>	<b>179,816</b>
Departmental Charges (Watershed Only)	0	80,000	0
<b>Total Expenditures</b>	<b>546,167</b>	<b>895,150</b>	<b>378,966</b>