

Marin County Flood Control and Water Conservation District

FLOOD ZONE 10 ADVISORY BOARD

TUESDAY SEPTEMBER 13, 2016

STATEMENT OF PROPOSED ACTION

Any individual advisory board member may contact the new Zone Engineer, Jon Liang (415) 473-6215, who is taking over for the previous Zone Engineer, Dave Nicholson, to request an advisory board meeting in order to discuss any items related to the zone. To comply with Brown Act requirements, all meetings of a quorum of AB members (3 or more if all five member slots are filled) to discuss Zone business must be publicly noticed.

Item 1. Regular Meeting Status

Per Advisory Board (AB) recommendation at the May 15, 2014 meeting, regular meetings are proposed not to be held in order to conserve Zone 10 funding. Pursuant to Water Code Appendix 68-6.2, a statement of proposed action, such as this, will instead be sent via email to AB members for review. Members of the public who have requested AB meeting notification will be notified when these statements are available. Should no AB members contact the Zone Engineer within 30 days, the Board of Supervisors may proceed with contemplated actions as recommended below.

Item 2. Review of Meeting Minutes for May 15, 2014

If any AB member would like to discuss or propose changes to the draft minutes, please contact the Zone Engineer to set up an AB meeting. Minutes will become final 30 days from the date of this Statement of Proposed Action if no request for a meeting is made.

Item 3. Annual and Preventative Maintenance Plan

In order to conserve Zone funds, the Conservation Corps North Bay (CCNB) did not perform any preventative maintenance last year. Any advisory board member may notify staff if there are evident maintenance needs this year. The District does not own property or easements in the zone. The District will continue to enter into annual contracts with the CCNB for emergency or as-needed maintenance. Should an emergency occur, \$5,800 is budgeted for FY 16/17.

Item 4. Zone 10 Budget FY 16-17

Staff's proposed Zone 10 FY 16/17 budget is attached. If any advisory board member would like to discuss or propose changes to the proposed budget, please contact the Zone Engineer to set up an advisory board meeting.

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 and Water Conservation District. Staff proposes the attached by-laws for Zone 10. For reference, the previously approved by-laws are also attached. The final step will be approval of each Zone's by-laws by the Board of Supervisors. If any advisory board member would like to discuss or propose changes to the proposed by-laws, please contact the Zone Engineer to set up an advisory board meeting.

**FY 2016 - 2017 Budget Report
 FCZ #10 Inverness
 Fund 23790**

Budget Summary

Account Description	FY 2015-16 Expenditures	FY 2016-17 Budget
Fund Beginning Balance	\$ 45,169	\$ 43,388
Expenses		
Salaries and Benefits	\$ 1,835	\$ 4,476
Service and Supplies	\$ -	\$ 6,550
Total Expenditures	\$ 1,835	\$ 11,026
Revenue		
Revenues From Use of Money and	\$ 54	\$ 50
Total Revenue	\$ 54	\$ 50
 Fund Ending Balance	 \$ 43,388	 \$ 32,412

Major "Services & Supplies" Expenditures

Maintenance & Repair Services - Land & Buildings		
CCNB (Conservation Corps North Bay)	\$0	\$5,800
Miscellaneous	\$0	\$0
	\$0	\$5,800
 Other Services & Supplies	 \$0	 \$750

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

BY-LAWS OF THE FLOOD CONTROL ZONE NO. 10 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. 10 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 No.10 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. 10, 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

An annual meeting shall be held on the second Thursday of the month of February. At the annual meeting, the Advisory Board and District Engineer shall schedule all other regular meetings to be held that calendar year. If as the meeting date approaches and there is no business proposed to be conducted, the annual and regular meetings may be canceled by the District Engineer by noticing the Advisory Board and providing a written update on Zone activities. In addition, special meetings may be called by the District Engineer when Marin County Flood Control and Water Conservation District business needs so dictate. 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. 10, 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 four-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.