

County of Marin County
CSA 29 – PARADISE CAY

ADVISORY BOARD

**May 17, 2023
2:00 P.M. to 3:00 P.M.**

**TIBURON YACHT CLUB CLUBHOUSE
400 TRINIDAD DRIVE, TIBURON, CA 94920**

The Marin County Board of Supervisors encourages a respectful dialogue that supports freedom of speech and values diversity of opinion. Advisory Board members, staff and the public are expected to be polite and courteous, and refrain from questioning the character or motives of others. Please help create an atmosphere of respect by not booing, whistling or clapping; by adhering to speaking time limits; and by silencing your cell phone.

The Advisory Board may elect to take formal action on any of the items listed below.

AGENDA

Item	Description
1.	Approval of Meeting Minutes for October 19, 2022 <i>Recommended Action:</i> Approve minutes.
2.	Open Time for Items Not on the Agenda
3.	Advisory Board to Decide on Scope and Schedule for Next Dredge At the October 2022 meeting, the Advisory Board requested to prepare for a dredge in 2024. To do this, a Request for Qualifications and Proposals (RFQ/P) from consultants is needed with the following draft scope of work: <ol style="list-style-type: none">1. Sediment Analysis to request Tier 1 exemption2. Sediment Analysis – Contingency analysis if exemption is denied3. Sediment analysis – Contingency analysis if Tier III evaluation is needed.4. Permitting<ol style="list-style-type: none">a. Amend existing 10-year permits with BCDC and USACE to include North Cay Entrance Channel (NCEC)b. 2024 dredge episode approval request (DMMO application), including coordination with State Lands Commission to ensure lease covers full scope with NCEC5. Eelgrass survey and delineation (if required)6. 2023 Condition Survey, Dredge Quantities, Plans, Technical Specs and Cost Estimate<ol style="list-style-type: none">a. 50% levelb. 90% level7. Final bid plans, technical specifications, bid documents, and response to bidders8. Pre-dredge survey and water quality certification9. Project management and meetings10. Additional sampling (as needed)

	<p>11. Construction phase support services (does not include construction management or inspection) – attend pre-con meeting, review contractor’s Dredge Operations Plan and coordinate with approving agencies, respond to questions from contractor referred by county, review contractor submittals, review pre- and post-dredge surveys, review Change Order requests if asked, review contractor’s regulatory notifications, prepare and submit permit closeout documents to DMMO.</p> <p>If recommended to proceed with the RFQ/P for this scope of work, consultant contract would be awarded on August 15, 2023.</p> <p>Recommended Action: Prepare for a dredge in 2024, including adding half the width of the North Cay Entrance Channel to the scope of work.</p>
4.	<p>CSA 29 FY 2024 Baseline Budget Review</p> <p>The County Administrator’s Office requested that the CSAs establish a baseline budget for the beginning of each fiscal year that does not include major project expenses. Baseline budgets are intended to be relatively consistent year to year. Major project expenditures will require separate actions from the AB and District BOS to adjust the budget as needed. As usual, the approved budget may always be adjusted as priorities for the coming fiscal year are more clearly identified. Staff will review the CSA 29 Baseline Budget for FY 2023-2024 at the meeting.</p> <p>Recommended Action: Recommend Board of Supervisors approve baseline budget for fiscal year 2024.</p>
5.	<p>Schedule Next Meeting</p>

GUIDELINES FOR TIME LIMITS ON PRESENTATION AND PUBLIC TESTIMONY

The advisory board meeting procedure and time limit guidelines are as follows:

- | | |
|--------------------------------------|-----------------------|
| 1. Staff report | 5 – 10 minutes |
| 2. Advisory Board questions to staff | No defined limit |
| 3. Public Testimony | 3 minutes per speaker |

(Written Testimony is greatly appreciated [10 copies], and should be received no later than 9:00 a.m. on the Monday prior to the day of the hearing. Please send written testimony to the Marin County Department of Public Works, P.O. Box 4186, San Rafael, CA 94913. ***(When written testimony is presented, it is not necessary to read the entire text into the minutes; it will automatically become part of the record.)***)

4. Deliberation by the Advisory Board	No defined limit
5. Decision by Board	No defined limit

Agendas and related material can be viewed at the office of the Marin County Department of Public Works (Marin County Civic Center, Room 304, located at 3501 Civic Center Drive, San Rafael) Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. A copy of the agenda can be faxed or emailed upon request by calling (415) 473-6528. Agendas and related material are also available online via the County Calendar <http://www.marincounty.org/Main/Calendar>.



All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be made by calling (415) 473-4381 (Voice) 473-3232 (TDD/TTY) or by email at disabilityaccess@marincounty.org at least four workdays in advance of the event. Copies of documents are available in alternative formats upon request.

**DRAFT MINUTES OF THE
CSA 29 – PARADISE CAY ADVISORY BOARD MEETING
HELD WEDNESDAY OCTOBER 19, 2022
AT THE TIBURON YACHT CLUB CLUBHOUSE
400 TRINIDAD DRIVE, TIBURON, CA 94920**

<u>Advisory Board (AB) Members Present</u>	<u>Advisory Board (AB) Members Absent</u>
Eric Lyons (EL), Chairperson	James Sherman* (JS)
Brian McInerney (BM)	
Harry Blake (HB)	<u>District Staff (Staff) Present</u>
Ken Royal (KR)	Hannah Lee, Senior Civil Engineer
Gene Royal (GR)	

The oath was administered to reappointed advisory board members. Chairperson Lyons then began the Advisory Board (AB) meeting. *James Sherman was not in attendance so therefore has not been sworn-in to the advisory board yet.

Item 1. Approval of Meeting Minutes: March 5, 2020

Action by Advisory Board: Approve minutes.

M/S: HB/GR, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 2. Open Time for Items Not on the Agenda

- EL requested updated CSA 29 map following the LAFCo boundary adjustment.
- EL noted that Bridge District had approached him about measuring wave heights generated by ferry boats with sensors that would be installed on posts in Paradise Cay.
Action by Advisory Board: Chairperson Lyons to write letter to Bridge District regarding impacts of ferry waves on sedimentation.
M/S: EL/GR, **Ayes:** All, **Nay:** None, **Abstain:** None
- Strawberry Recreation District Zone IV requested CSA expenditure details.

Item 3. Advisory Board to Discuss Current Sediment Conditions and Next Steps

Advisory board estimated about 2 feet had filled in already and expect dredging to be needed in 2024. Advisory board asked to vote at next meeting on adding half the width of the North Cay Entrance Channel (NCEC) to the next dredge scope. Staff to bring summary of scope of work for a Request for Proposals (RFP) for a consultant to assist with surveying, streamlined design, and permitting needs. RFP would be released following the meeting. Proposed consultant scope to also include 1) adding survey of NCEC and 2) comparing cost-effectiveness of only dredging entrance channels to cost for full dredge.

Item 4. CSA 29 FY 2022-23 Baseline Budget

See staff report for information.

Action by Advisory Board: Recommend Board of Supervisors approve baseline budget for fiscal year 2023.

M/S: HB/GR, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 5. Schedule Next meeting

Tentatively schedule the next advisory board meeting on Wednesday, May 17th, 2023 at 2pm.

County Service Area 29 Proposed Baseline Budget FY 2023-2024

NOTE: REVENUES ARE REPRESENTED AS NEGATIVE NUMBERS AND EXPENDITURES AS POSITIVE, BUT A POSTIVE FUND BALANCE IS POSITIVE

		Fiscal Year 2023-2024		Fiscal Year 2022-2023			Fiscal Year 2021-2022			Fiscal Year 2020-2021		
Line Item	Description	Baseline Budget	Revised* Budget	Actual**	Encumbrances	Original Budget	Revised Budget	Actual	Original Budget	Revised Budget	Actual	Original Budget
1	Parcel Tax	\$ (215,000.00)	\$ (215,000.00)	\$ (224,663.29)	\$ -	\$ (215,000.00)	\$ (215,000.00)	\$ (229,600.64)	\$ (215,000.00)	\$ (161,805.00)	\$ (222,915.00)	\$ (161,805.00)
2	Investment income - Interest Pooled	\$ (5,000.00)	\$ (5,000.00)	\$ (2,499.91)	\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ (558.93)	\$ (5,000.00)	\$ (500.00)	\$ (6,753.69)	\$ (500.00)
3	Investment income - Unrealized Gains	\$ -	\$ -	\$ (9,113.99)	\$ -	\$ -	\$ -	\$ 9,113.99	\$ -	\$ -	\$ 5,325.45	\$ -
4	Tax Collector Administrative Fee	\$ 260.00	\$ -	\$ 260.00	\$ -	\$ -	\$ -	\$ 260.00	\$ -	\$ -	\$ 260.00	\$ -
5	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenue Budget/Actuals:	\$ (219,740.00)	\$ (220,000.00)	\$ (236,017.19)	\$ -	\$ (220,000.00)	\$ (220,000.00)	\$ (220,785.58)	\$ (220,000.00)	\$ (162,305.00)	\$ (224,083.24)	\$ (162,305.00)
Line Item	Description	Baseline Budget	Revised* Budget	Actual**	Encumbrances	Original Budget	Revised Budget	Actual	Original Budget	Revised Budget	Actual	Original Budget
6	Miscellaneous Expenses	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 650.00	\$ 1,000.00
9	Professional Services	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 25,430.89	\$ 100,000.00	\$ 75,774.79	\$ 79,209.79	\$ 100,000.00
10	Dredging/Trade Services Costs	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 682,414.46	\$ 394,615.80	\$ 710,000.00
15	Staff Costs	\$ 50,000.00	\$ 50,000.00	\$ 8,261.70	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 6,953.79	\$ 50,000.00	\$ 50,000.00	\$ 12,117.15	\$ 50,000.00
16	Engineering Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
19	A87 Indirect Cost Allocation***	\$ 14,430.00	\$ 14,430.00	\$ 14,430.00	\$ -	\$ 14,430.00	\$ 2,679.00	\$ 2,679.00	\$ 2,679.00	\$ 3,499.00	\$ 3,496.00	\$ 3,499.00
20	Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Expenditure Budget/Actuals:	\$ 175,430.00	\$ 175,430.00	\$ 22,691.70	\$ -	\$ 185,430.00	\$ 173,679.00	\$ 35,063.68	\$ 173,679.00	\$ 822,688.25	\$ 490,088.74	\$ 874,499.00
Line Item	Description	Baseline Budget	Revised* Budget	Actual**	Encumbrances	Original Budget	Revised Budget	Actual	Original Budget	Revised Budget	Actual	Original Budget
21	Set-aside for Future Dredging Contract	\$ 700,000.00		\$ -	\$ -	\$ 700,000.00		\$ -	\$ 700,000.00	\$ -	\$ -	\$ -

Project/Actual Fiscal Year End Balance: \$ 342,945.74 \$ 998,635.74 \$ 954,065.74

Line item 16 is being phased out of use and related costs will be charged to line 15.

*The revised budget is the baseline budget plus encumbered contracts from prior fiscal years carried forward, plus any budget adjustments.

**Actuals as of 5/9/2023. Actual professional services last year are fees to State Regional Water Resources Control Board for required permitting and monitoring fees.

***<https://marinflooddistrict.org/california-office-of-management-and-budget-a87/>