

**FLOOD CONTROL ZONE 7 ADVISORY BOARD MEETING**  
**SEPTEMBER 25, 2024**

**STAFF REPORT**

This Statement of Proposed Action has been prepared in advance of the meeting scheduled for September 25, 2024. According to the California Water Code, Section 68-6.2 Marin County Flood Control and Water Conservation District (District) staff submits this Statement of Proposed Action to provide any Zone 7 Advisory Board (AB) member an opportunity to respond or provide written comment on the recommended action items outlined below within the next 30 days (through September 26), or at the September 25, 2024 advisory board meeting.

Any individual AB member may contact the Flood District at [floodinquiry@marincounty.org](mailto:floodinquiry@marincounty.org) to discuss any items related to the zone. All items below will be discussed at the September 25, 2024 meeting, which is an opportunity for AB and public feedback.

**Item 1. Approve Meeting Minutes: March 27, 2024**

Find minutes here:

<https://marinflooddistrict.org/meetings/zone-7-advisory-board-meeting-march-27-2024-2/#/tab-minutes>

**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 Program Update**

In addition to the pre-winter activities listed below, District maintenance crews check the trash racks and pump stations before, during, and after storms.

- a. Pump Stations** – Preventive maintenance at all pump stations takes place every year and includes the inspection, testing, and as needed replacement of electrical and mechanical components. Additionally, individual pumps and motors are typically removed and serviced for major preventive maintenance on a six-year interval at each of the Zone's five stations. This work is taking place this summer for certain pumps and their motors at Stations 1, 2, 4, and 5. The base contract cost for refurbishment of these pumps was \$76,835 this year, including a 10% contingency.

The pumps at Stations 2 and 5 were put back in place after standard refurbishment at the end of August. Unfortunately, after the pumps were pulled out of the pump stations and evaluated, it was determined that the #2 pump at Station 1 was in such worn shape that it needs to be completely replaced, increasing the contract cost by

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\$140,000 and delaying its replacement. Attached is a revised version of the Flood Zone 7 baseline budget for FYs 2025-26 with line item 11.2 added to represent this additional cost and the impacts to the Zone's fund balance. This is a very large and critical pump for the safety of the community, with a flow rate of up to 11,700 gallons per minute. There are two additional pumps of the same size at the station which will remain in service while we wait for the arrival of the new pump, which is expected around the holiday season. Although it is not expected that more than two pumps will need to run at the same time, in an abundance of caution, the District's largest portable pump will be placed on site as an emergency supplement option.

**Recommended Action:** Recommend the District Board of Supervisors increase the FY 2024-25 Baseline Budget by \$140,000 to purchase a new pump for Station 1.

- b. Vegetation Maintenance** – Vegetation in the ditch between Birch and Mabry will be trimmed in early fall to increase flow capacity. The ditch's banks were mowed in July for fire fuel reduction. In June section of Castro Ditch was cleared of debris and branches trimmed.
- c. Levee Maintenance** – The inner levee adjacent to homes at the Open Space preserve was mowed by the Parks Department. Gopher control and filling of burrows in the levee is scheduled for mid-September. Conditions of the inner levee are continually inspected throughout the winter during storms and/or high tides, when seepage is most evident.

The District is also working with additional property owners along Vendola Drive to make repairs where the timber-reinforced berm (TRB) wall materials are deteriorating. See Item 5 for details on this effort.

### **Item 4. Timber-Reinforced Berm Maintenance Update**

**Background:** A comprehensive inspection of the timber-reinforced berm (TRB) and levee along Vendola Drive was completed in August 2023. Supplemented by follow-up inspections since then, 21 parcels were identified as high priority for maintenance – specifically their remaining useful life is estimated to be 0-5 years. In fall of 2023, of those 21 parcels, 7 of the high priority sections were maintained. The expected useful life of newly maintained sections is 10-15 years.

Your Board recommended a \$400,000 budget for TRB maintenance work this season, and also requested investigation of any possible cost-saving alternatives. District staff explored several alternatives to the method of maintenance employed last year. The County's Road Maintenance Division conducts annual maintenance work in the zones throughout the District and has experienced carpenters and nesting bird protection training. Therefore District staff has selected their crews to conduct the TRB maintenance with support from the Conservation Corps North Bay and District staff for permit compliance and quality assurance.

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**Update:** The TRBs at the following addresses in Table 1 are being completely rebuilt, including removal of existing posts and boards and replacement with new lumber, replacement of all metal hardware, embedment of posts in concrete, and compaction and adding material to soil fill as needed.

**Table 1. TRB Maintenance Schedule**

<b>TRB Address</b>	<b>Approximate Schedule*</b>
301 Vendola Dr	September 3 – 24**
63 Vendola Dr	September 12 – October 15**
809 Vendola Dr	October 7 – November 5**

Notes:

\*Dependent on specific site conditions and weather.

\*\*Surveying of the as-built conditions, and 5-year monitoring of site conditions to ensure compliance with environmental permits will be performed after conclusion of the maintenance work. Permit requirements extending beyond the maintenance work time-frame include management of erosion and management of invasive plant species.

Additionally, there is a eucalyptus tree behind 119 Vendola Drive that could damage the TRB and underlying levee if it fell during a windy wet storm. The tree's large size and position on the levee increase the risk of serious damage. For the safety of the community as a whole, the District recommends removing this tree. Removing such a large tree in such a hard-to-reach place is very costly and will require a \$15,000 budget adjustment. This is a preliminary estimate and is currently being refined. Attached is a revised version of the Flood Zone 7 baseline budget for FYs 2025-26 with line item 11.3 representing the budget adjustment estimated to fund this work.

**Recommended Action:** Recommend the District Board of Supervisors increase the FY 2024-25 Baseline Budget by up to \$15,000 to remove the eucalyptus tree at 119 Vendola.

### **Item 5. Proposed Santa Venetia Floodwall Project**

**Background:** At the October 2022 advisory board meeting, the District's design consultant presented the Basis of Design report for the proposed project which is available at <https://marinflooddistrict.org/proposed-santa-venetia-floodwall-project-documents/>. Subsequently the consultant presented to the Board of Supervisors on March 7, 2023 ([https://marin.granicus.com/ViewPublisher.php?view\\_id=9](https://marin.granicus.com/ViewPublisher.php?view_id=9)). There is additional information about the project on the website: <https://marinflooddistrict.org/proposed-santa-venetiafloodwall-project/>.

The proposed project plans, specifications & estimates (PS&E) are now 90% complete. The design process has been continually reviewed by District staff, and updates have

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been shared through community meetings held on July 27th and September 14th, 2022, and at the Flood Zone 7 Advisory Board meeting on October 13, 2022. The recommended design consists of a composite sheet pile floodwall along 111 properties extending approximately 1.5 miles.

A supplemental environmental review per California Environmental Quality Act (CEQA) requirements was conducted in 2023 to determine if an addendum to the existing 2019 Initial Study/Mitigated Negative Declaration (2019 IS/MND) is adequate or if a new mitigated negative declaration is required. In December a Notice of Availability was issued for the “Supplemental Environmental Review and Subsequent Mitigated Negative Declaration for the Proposed Santa Venetia Floodwall - Supplement to the 2019 Gallinas Levee Upgrade Initial Study/Mitigated Negative Declaration”.

**Status:** During the public comment period (Dec 12, 2023 – Jan 16, 2024), the District received, among others, a comment from the California Department of Fish and Wildlife (CDFW) regarding whether the South Fork of Gallinas Creek is habitat for longfin smelt (*Spirinchus thaleichthys*). CDFW asked that the results of an ongoing study by the District to assess spawning habitat for longfin smelt in specific Marin creeks, including Gallinas, be incorporated into the District's response to their comments. This assessment was completed this summer. The District utilized this study to prepare a complete response to CDFW's comments which has been finalized and is ready for the next stage of the CEQA process. The District Board of Supervisors will consider adopting the CEQA document along with the next significant project action, such as moving forward with a plan to acquire funding for the project.

**During the June budget hearings, the County Executive recommended designating \$300,000 in County General Funds to continue the steps needed to move this project forward including a review of potential funding options and a robust communications plan to engage with and keep all of you better informed. The Board of Supervisors approved the request in recognition of the urgency of this project as well as the need to preserve Zone 7 funds for its increasingly extensive maintenance needs.**

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

The Flood Zone 7 Advisory Board adopted a regular meeting schedule on the last Wednesday of the months of March, June, September, and December. It is anticipated that there will be an update sent to the advisory board in December in lieu of meeting if no actions are needed at that time. The next meeting would be March 27, 2025, to review the budget and work program for the following fiscal year. Additional special meetings may be called if a budget adjustment or other urgent need is identified.

Flood Zone 7 Baseline Budget FYs 2025-2026		NOTE: REVENUES ARE REPRESENTED AS NEGATIVE NUMBERS AND EXPENDITURES AS POSITIVE, BUT A POSITIVE FUND BALANCE IS POSITIVE													
Line Item	Description	2024 Baseline Budget	2024 Revised Budget*	2024 Actual (6/30/2024)	Proposed 2025 Baseline Budget	Proposed 2026 Baseline Budget	2023 Actual	2022 Actual	Notes						
<a href="#">1</a>	Ad Valorem Property Taxes	\$ (281,365.00)	\$ (314,064.74)	\$ (314,064.74)	\$ (310,000.00)	\$ (319,300.00)	\$ (303,883.48)	\$ (286,065.41)	Portion of regular property taxes going to Z						
<a href="#">2</a>	Educational Revenue Augmentation Fund	\$ (335,000.00)	\$ (335,764.05)	\$ (335,764.05)	\$ (300,000.00)	\$ (309,000.00)	\$ (326,559.85)	\$ (370,150.24)	2024 budget revised to reflect higher than expected actuals						
<a href="#">3</a>	Interest/Investment Income	\$ (2,600.00)	\$ (53,363.17)	\$ (53,363.17)	\$ (10,000.00)	\$ -	\$ (32,344.44)	\$ 13,849.96	2022/23 GASB40 FMV Adjustment; 2024 budget revised to reflect higher interest rate						
<a href="#">4</a>	Property Tax Relief	\$ (1,000.00)	\$ (1,019.04)	\$ (1,019.04)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,032.30)	\$ (1,045.40)	Revenue from State						
<a href="#">5</a>	Federal Grants	\$ -	\$ (340,075.29)	\$ (340,075.29)	\$ -	\$ -	\$ (108,369.57)	\$ (287,313.50)	FEMA Grant Funding; typically for projects so not part of baseline budget						
<a href="#">6</a>	Admin Fee	\$ 3,680.00	\$ 3,435.26	\$ 3,435.26	\$ 3,700.00	\$ 3,800.00	\$ 3,680.42	\$ 3,528.98	fee paid for tax administration						
<a href="#">7</a>	Misc. Revenue	\$ -	\$ (33,646.82)	\$ (33,646.82)	\$ -	\$ -	\$ -	\$ -	Insurance claim for pump issues in 2023						
<a href="#">8</a>	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000,000.00)	ARPA funding for levee						
<a href="#">9</a>	Revenue Total	\$ (616,285.00)	\$ (1,074,497.85)	\$ (1,074,497.85)	\$ (617,300.00)	\$ (625,500.00)	\$ (768,509.22)	\$ (1,927,195.61)							
Line Item	Description	2024 Baseline Budget	2024 Revised* Budget	2024 Actual (6/30/2024)	Proposed 2025 Baseline Budget	Proposed 2026 Baseline Budget	2023 Actual	2022 Actual							
<a href="#">10</a>	Maintenance of Equipment	\$ -	\$ 82.70	\$ 82.70	\$ -	\$ -	\$ -	\$ -	Supplies for Estancia pump						
<a href="#">11</a>	Maintenance of Buildings/Improvements	\$ 100,000.00	\$ 419,748.81	\$ 419,748.81	\$ 100,000.00	\$ 100,000.00	\$ 126,564.31	\$ 82,944.85	Pump, ditch, levee maintenance; TRB repairs						
<a href="#">11.1</a>	Timber-Reinforced Berm Maintenance				\$ 400,000.00										
<a href="#">11.2</a>	Pump Station No. 1 New Pump				\$ 140,000.00										
<a href="#">11.3</a>	Eucalyptus removal at 119 Vendola				\$ 15,000.00										
<a href="#">12</a>	Memberships	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 148.00	\$ -							
<a href="#">12</a>	Misc. Expenses	\$ 3,000.00	\$ 5,808.91	\$ 5,808.91	\$ 3,000.00	\$ 3,000.00	\$ 18,755.18	\$ 16,054.76	Meeting space rental, CEQA filing fee, mtc supplies, sandbags						
<a href="#">13</a>	Professional Services	\$ 220,000.00	\$ 85,502.89	\$ 85,502.89	\$ 25,000.00	\$ 25,000.00	\$ 389,145.39	\$ 626,933.18	Consultants for design, bio, geo, real estate, CEQA						
<a href="#">13.1</a>	Encumbrances carried forward				\$ 334,457.57				Previously approved contracts from prior year budgets with available funds						
<a href="#">14</a>	Trade Services/Construction	\$ -	\$ 10,182.79	\$ 10,182.79	\$ -	\$ -	\$ 54,863.50	\$ 1,804.12	Rodent control, pump station vactoring, repairs						
<a href="#">15</a>	Minor Equipment	\$ -	\$ 6,394.02	\$ 6,394.02	\$ -	\$ -	\$ -	\$ -	Supplies for Estancia pump						
<a href="#">40</a>	Mileage	\$ -	\$ 22.93	\$ 22.93			\$ -	\$ -							
<a href="#">16</a>	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,471.46							
<a href="#">17</a>	Utilities - Electric	\$ 16,000.00	\$ 19,546.31	\$ 19,546.31	\$ 16,000.00	\$ 16,000.00	\$ 17,516.36	\$ 10,710.16	For pump stations						
<a href="#">18</a>	Utilities - Water	\$ 1,500.00	\$ 1,573.34	\$ 1,573.34	\$ 1,600.00	\$ 1,600.00	\$ 1,577.56	\$ 1,530.56							
<a href="#">19</a>	Easements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 271,746.00							
<a href="#">20</a>	Services and Supplies Costs	\$ 340,500.00	\$ 548,862.70	\$ 548,862.70	\$ 1,035,257.57	\$ 145,600.00	\$ 608,570.30	\$ 1,016,195.09							
Line Item	Description	2024 Baseline Budget	2024 Revised Budget*	2024 Actual (6/30/2024)	Proposed 2025 Baseline Budget	Proposed 2026 Baseline Budget	2023 Actual	2022 Actual							
<a href="#">21</a>	Water Resources Staff Costs	\$ 475,372.00	\$ 392,943.63	\$ 392,943.63	\$ 279,793.00	\$ 288,186.79	\$ 277,589.71	\$ 520,338.85	Engineers, biologists, project manager, techs						
<a href="#">22</a>	Building Maintenance Staff Costs	\$ 46,669.00	\$ 52,946.74	\$ 52,946.74	\$ 45,000.00	\$ 46,350.00	\$ 62,321.84	\$ 34,072.74	Pump station operators						
<a href="#">23</a>	Vehicle Maintenance Staff Costs	\$ -	\$ 365.35	\$ 356.35	\$ 6,000.00	\$ 6,180.00	\$ -	\$ -	Pump/generator engine servicing						
<a href="#">24</a>	Community Development Agency Costs	\$ -	\$ 12,498.60	\$ 12,498.60	\$ -	\$ -	\$ -	\$ -	Oversight of CEQA						
<a href="#">25</a>	Print Shop Costs	\$ 2,900.00	\$ -	\$ -	\$ 3,000.00	\$ 3,090.00	\$ -	\$ 587.00	Printing and mailing outreach materials						
<a href="#">26</a>	Real Estate Staff Costs	\$ -	\$ 63,611.00	\$ 63,611.00	\$ 102,750.00	\$ 105,832.50	\$ -	\$ -	Real Estate agents on staff						
<a href="#">27</a>	Rental Expenses with County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620.00	\$ -	Meeting space rental from County						
<a href="#">28</a>	Road Maintenance Staff Costs	\$ -	\$ -	\$ -	\$ 4,500.00	\$ 4,635.00	\$ -	\$ -	Typically removal of debris at Meadow Trash Rack						
<a href="#">29</a>	A-87 Indirect Cost Allocation	\$ 116,219.00	\$ 116,219.00	\$ 116,219.00	\$ 60,000.00	\$ 60,000.00	\$ 58,154.00	\$ 51,362.00	<a href="https://marinflooddistrict.org/california-office-of-management-and-budget-a87/">https://marinflooddistrict.org/california-office-of-management-and-budget-a87/</a>						
<a href="#">30</a>	Staff and Equipment Costs	\$ 641,160.00	\$ 638,584.32	\$ 638,575.32	\$ 501,043.00	\$ 514,274.29	\$ 398,685.55	\$ 606,360.59							
<a href="#">31</a>	Expenditure Total		\$ 1,187,447.02	\$ 1,187,438.02	\$ 1,536,300.57	\$ 659,874.29	\$ 1,007,255.85	\$ 1,622,555.68							
<a href="#">32</a>	Fund End Balance (Projected/Actual):		\$ 1,168,668.63		\$ 249,668.06	\$ 215,293.77	\$ 1,281,617.80								
	*Revised budget for FY 2024 includes baseline budget plus encumbered contracts carried forward from prior fiscal years and budget adjustments approved by the board														