

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

**FLOOD CONTROL ZONE 7 ADVISORY BOARD**  
**MARCH 27, 2024**

**STAFF REPORT**

**Item 1. Approval of Meeting Minutes: September 28, 2023**

Find minutes here:

<https://marinflooddistrict.org/meetings/zone-7-advisory-board-meeting-september-28-2023/>

**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).

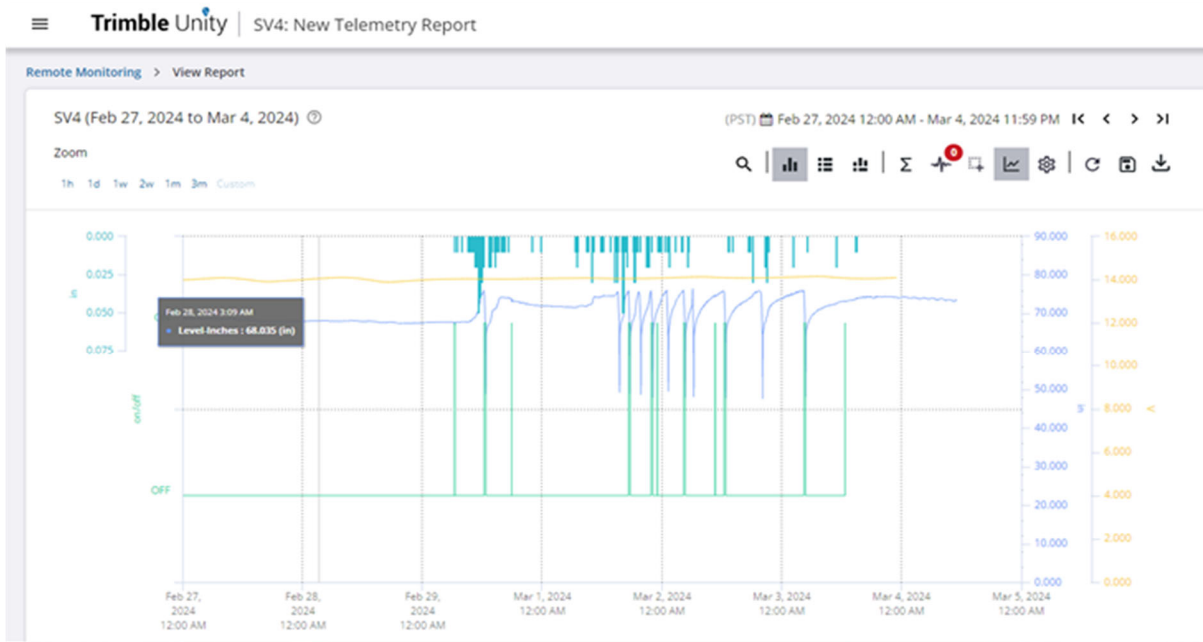
**Item 3. Annual and Preventive Maintenance Program Update**

In addition to these pre-winter activities, District maintenance crews check the trash racks and pump stations before, during, and after storms. For questions, email [floodinquiry@marincounty.org](mailto:floodinquiry@marincounty.org).

- 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 scheduled this summer for certain pumps and their motors at Stations 1, 2, 4, and 5. The cost for this maintenance, estimated at \$80,000, is budgeted under the baseline services budget. If additional funds are needed, we will return to the advisory board with a recommended budget adjustment.

A new Trimble Unity alert system has been installed at all pump stations in Zone 7, allowing maintenance staff to monitor it remotely. It is anticipated that over the long term this will reduce staff hours charged to Zone 7 during storms. We are currently training staff to use the system. Following is a snapshot of the level of situational awareness district staff now have at their fingertips from any location with internet, such as knowing when pumps are running, how much it is raining locally, what the water level in the pump station’s wet well is, and whether there are issues the system can sense that would require sending a maintenance staff member out to the site.

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Also, in an effort to reduce staff time charges to Zone 7, the portable pump between 866 and 870 Estancia Way has been replaced with a submersible pump. This pump is powered by a generator with a sound-attenuating enclosure and initiates automatically with float sensors. Though this pump is smaller than the one there

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before, it has similar pumping capacity. Eventually the Zone should consider setting up PG&E power if this system works well.

- b. Vegetation Maintenance** – Vegetation in the ditch between Birch and Mabry is trimmed in early fall to increase flow capacity. The ditch's banks are mowed in the spring for fire fuel reduction. In the summer a section of Castro Ditch will be cleared of debris and low or downed branches will be trimmed or removed.
- c. Levee Maintenance** – The inner levee at the Open Space preserve is mowed once the vegetation has dried out (usually late spring) by the Parks Department. Gopher control and filling of burrows are completed in the summer and a second phase may be needed in 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. Zone 7 FY 2024-26 Proposed Baseline Budget**

The County Administrator's Office requested that the zones recommend a baseline budget for the beginning of each fiscal year that does not include major project expenses. Baseline expenses include staff labor costs and normal maintenance contracting costs. 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 necessary as priorities and cost estimates for projects and studies planned for the coming fiscal years are more clearly identified. Staff will review the proposed Flood Zone 7 Baseline Budget for FY 2024-2026 at the meeting. Following is a budget summary and details are attached.

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<b>Description</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>	<b>2026 Proposed</b>	<b>2023 Actual</b>
<b>Revenue Total</b>	<b>\$1,027,850</b>	<b>\$607,300</b>	<b>\$607,200</b>	<b>\$768,509</b>
Maintenance	\$553,120	\$100,000	\$100,000	\$126,564
Misc. Expense	\$2,917	\$3,000	\$3,000	\$18,755
Professional Services	\$617,318	\$25,000	\$25,000	\$389,145
Construction/ Trade Services	\$10,000	\$100,000	\$100,000	\$54,864
Utilities	\$17,500	\$17,600	\$17,600	\$19,094
Easements	\$0	\$0	\$0	\$0
<b>Service &amp; Supplies Total</b>	<b>\$1,200,856</b>	<b>\$145,600</b>	<b>\$145,600</b>	<b>\$608,570</b>
Staff Labor	\$500,365	\$441,043	\$454,274	\$340,532
Indirect Cost Allocation	\$116,219	\$60,000	\$60,000	\$58,154
<b>Expenditures Total</b>	<b>\$1,817,440</b>	<b>\$646,643</b>	<b>\$659,874</b>	<b>\$1,007,256</b>
<b>Projected/ Actual Fund End Balance</b>	<b>\$492,028</b>	<b>\$452,685</b>	<b>\$400,010</b>	<b>\$1,281,618</b>

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

**Item 5. Timber-Reinforced Berm Repair Update**

**Background:** A comprehensive inspection of the timber-reinforced berm (TRB) and levee along Vendola Drive was completed in August 2023. Supplemented by updates made since then, 21 parcels were identified as high priority for repairs – specifically their remaining useful life is estimated to be 0-5 years. In fall of 2023, of those 21 parcels, 545 feet of the high priority sections were repaired. The expected useful life of the repaired sections is now 10-15 years.

Unfortunately, due to the much greater difficulty of access to the remaining 14 sites compared to what was repaired in 2023, the estimated cost of repairs for the remaining high priority sites far exceeds available Zone 7 maintenance funding. Staff has a recommendation for repair work on a smaller subset of the remaining high priority areas this year, in order to fit within what is expected to be available in the fund as of the end of June, which is around \$400,000.

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**Repair Description of Work:** District staff recommends offering to repair only properties that have the ability to accommodate a 6-foot-wide piece of equipment, have severe deterioration of the TRB materials, and are more likely to fit within the budget. These properties include 119, 129, and 301 Vendola Drive and a section extending from the Pump Station 3 parcel. At the March 27 advisory board meeting staff will show photos and maps of these areas.

District staff will reach out to the above listed property owners with a summary of the proposed specific flood wall repairs needed on or adjacent to their property and determine if they are interested in providing a right-to-enter (RTE) to conduct the work in September and October of this year.

In addition to these repairs, the TRB on 825 Vendola will be monitored throughout next winter as staff is concerned about its condition. This site is visible and accessible from and adjacent to where the District stores sand and bags for emergency use.

**Recommended Action:** recommend the District Board of Supervisors approve a budget adjustment up to \$400,000 to repair the TRBs on the above listed properties that are willing to provide a RTE.

### **Item 6. Proposed Santa Venetia Floodwall Project**

**Background:** At the October 2022 advisory board meeting the District's design consultant presented the Basis of Design 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://www.marincounty.org/depts/bs/meeting-archive>). There is additional information about the project on the website: <https://marinflooddistrict.org/proposed-santa-venetia-floodwall-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 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.

**Status:** 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". During the public comment period (Dec 12 – Jan 16), the District received, among others, a comment from the California Department of Fish and Wildlife (CDFW) regarding

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whether the South Fork of Gallinas Creek is habitat for longfin smelt (*Spirinchus thaleichthys*).

CDFW had asked the District to conduct a spawning habitat assessment for longfin smelt in specific Marin creeks, including Gallinas, as a requirement for the annual maintenance work performed under the 20 year stream maintenance program permit. This assessment is currently underway. The District will need the results of that separate study in order to provide a complete response to CDFW’s comments.

Accordingly, the District is pausing submission of the CEQA for approval by the Board of Supervisors until it has done the due diligence to respond to CDFW comments. Staff anticipates submitting the CEQA to the District Board of Supervisors for consideration this summer.

The environmental review process provides information to refine project cost and future easement acquisition requirements should the project be approved by the District Board of Supervisors. If the Board adopts the CEQA addendum, the District will return to the Advisory Board and Board of Supervisors with an updated cost estimate and recommendations on next steps.

**Cost and Funding:** Approximately \$2.4M has been spent or is encumbered to date for this project, largely funded by sources outside of Flood Zone 7’s fund. The engineer’s estimate for construction and construction management of the proposed Santa Venetia flood wall is \$15.4M in year 2025 with current inflation rates. The construction of this project would save approximately \$450,000 per year on timber-reinforced berm (TRB) maintenance. The following tables list estimated project expenditures and potential source funds.

**Table 1. Estimated Expenditure Summary**

<b>Task Description</b>	<b>Preliminary Cost Estimate</b>	<b>Encumbered + Spent</b>	<b>Estimated Remaining Cost</b>
<b>Design</b>	\$1.4M	\$1.3M	\$100k
<b>Environmental</b>	\$1M	\$400k	\$600k
<b>Voluntary Easement Acquisition</b>	\$4.4M	\$600k	\$3.8M
<b>Outreach</b>	\$200k	\$100k	\$100k
<b>Construction</b>	\$13.7M	\$0	\$13.7M
<b>Construction Management</b>	\$1.2M	0	\$1.2M
<b>Total</b>	<b>\$22M</b>	<b>\$2.4M</b>	<b>\$19.6M</b>

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**Table 2. Estimated Revenue Summary**

<b>Funding Received</b>	<b>Funding Being Sought</b>	<b>Source</b>
\$1,000,000	\$ -	County Sea Level Rise Project funding (from American Rescue Plan Act)
\$59,621		Marin County Watershed Program
\$265,651		Marin County General Fund Employee Labor In-Kind Contribution
\$ -	\$840k	County Contribution for Construction (2018 Commitment)
\$918,530	\$ -	FEMA Hazard Mitigation Grant Program
\$156,346	\$250k	Flood Zone 7 Ad Valorem Property Taxes
\$ -	\$3.8M	25% grant match from local or state source
\$ -	\$14.7M	Potential Additional FEMA Hazard Mitigation Assistance Grant
<b>\$2,400,149</b>	<b>\$19.6M</b>	<b>Total</b>

District staff have been working with Cal OES to apply for additional FEMA grant funds for construction for the last couple years. Although the District was initially invited to submit an application for BRIC and/or FMA grant funds in 2022, Cal OES and FEMA later advised that the application will not be considered until full right-of-way needs for the project are acquired or otherwise guaranteed. This was a change in FEMA’s interpretation of their policy for this program from the preceding few years. Though no text explicitly says that applications without the necessary right-of-way guaranteed are not allowed, they cited several sections of the [Hazard Mitigation Assistance Guidance Document](#) in their determination including Part E.2, E.6, and G.2, and A.2 of its [Addendum](#).

Since this change in direction, the District 1 Supervisor and Flood District staff have met with higher-level staff at CalOES and FEMA to reopen the discussion regarding whether an application for grant funding for project easement acquisition and construction would be entertained. As of February 2024, the latest advice from FEMA and CalOES has changed again somewhat. They now recommend a phased application. Phase 1 would include National Environmental Policy Act review and easement acquisition with FEMA paying for easements voluntarily offered with compensation provided at fair market rates. Once this phase is complete, FEMA could consider awarding a grant for Phase 2 which would provide funding to construct the project. FEMA advised the District to be ready to apply for HMGP grants that would become available following a major federal disaster declaration in the state, and plan on preparing for FMA and BRIC funding rounds later this year. More information regarding these grant programs is in the following table for reference.



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<b>Potential Grant Programs</b>	<b>Status</b>	<b>Required Local Match</b>	<b>Notes</b>
Building Resilient Infrastructure and Communities (BRIC). Max Project Cost \$50M	New opportunities are typically advertised annually. This project is not likely competitive.	30% to be competitive nationally.  Estimated shortfall: \$6M	More emphasis on nature-based solutions and socio-economically vulnerable communities.
Flood Mitigation Assistance (FMA). Max Project Cost \$50M	Anticipating an application will be sent later this year. New opportunities are typically advertised annually.	25%  Estimated shortfall: \$5M	Purpose is to reduce repetitive flood damages to FEMA National Flood Insurance Program insured structures.
Hazard Mitigation Grant Program (HMGP). Max Project Cost varies by grant round	Preparing for new opportunities which are advertised after Major Federal Disaster Declarations in CA	25%  Estimated shortfall: \$5M	Less competitive than the other programs as each HMGP grant is for a specific state and is not nationwide.

Note, Flood Zone 7 would need to identify additional funds to cover the required local grant match. Another type of funding in the amount of at least \$3.8M would allow for a loan greater than \$500,000 to serve as 25% local grant match.

**Timeline:** Following potential CEQA adoption by the Board this summer submission of one or more grant applications may be considered. It typically takes 1-2 years before FEMA awards grants in these programs. If the project and grant(s) are approved by then, easement acquisition is not likely to begin until grant funding is available to fund the acquisition phase, now estimated to be 2027.

**Item 7. Schedule Next Meeting**

The District Supervisor requested regular Flood Zone 7 Advisory Board Meetings be scheduled. They may be canceled if there is no business need or rescheduled if there is not a quorum or venue available. Additional meetings in 2024 are therefore recommended to be tentatively scheduled for June 26 and September 25. Additional special meetings may be called if a budget adjustment or other urgent need is identified.

**Recommended Action:** Recommend the Advisory Board adopt regular meeting dates of the last Wednesday of the months of March, June, and September.



**PROPOSED 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 (3/25/2024)	Proposed 2025 Baseline Budget	Proposed 2026 Baseline Budget	2023 Actual	2022 Actual	Notes
1	Ad Valorem Property Taxes	\$ (281,365.00)	\$ (281,970.91)	\$ (175,745.61)	\$ (310,000.00)	\$ (310,000.00)	\$ (303,883.48)	\$ (286,065.41)	Portion of regular property taxes going to Zi
2	Educational Revenue Augmentation Fund	\$ (335,000.00)	\$ (349,140.93)	\$ (217,182.65)	\$ (300,000.00)	\$ (300,000.00)	\$ (326,559.85)	\$ (370,150.24)	2024 budget revised to reflect higher than expected actuals
3	Interest/Investment Income	\$ (2,600.00)	\$ (40,442.61)	\$ (26,603.21)	\$ -	\$ -	\$ (32,344.44)	\$ 13,849.96	2022/23 GASB40 FMV Adjustment; 2024 budget revised to reflect
4	Property Tax Relief	\$ (1,000.00)	\$ (1,000.00)	\$ (509.52)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,032.30)	\$ (1,045.40)	Revenue from State
5	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
6	Admin Fee	\$ 3,680.00	\$ 3,680.00	\$ 1,717.63	\$ 3,700.00	\$ 3,800.00	\$ 3,680.42	\$ 3,528.98	fee paid for tax administration
7	Misc. Revenue	\$ -	\$ (33,646.82)	\$ (33,646.82)	\$ -	\$ -	\$ -	\$ -	Insurance claim for pump issues in 2023
8	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000,000.00)	ARPA funding for levee
9	<b>Revenue Total</b>	<b>\$ (616,285.00)</b>	<b>\$ (1,042,596.56)</b>	<b>\$ (792,045.47)</b>	<b>\$ (607,300.00)</b>	<b>\$ (607,200.00)</b>	<b>\$ (768,509.22)</b>	<b>\$ (1,927,195.61)</b>	

Line Item	Description	2024 Baseline Budget	2024 Revised* Budget	2024 Actual (3/25/2024)	Proposed 2025 Baseline Budget	Proposed 2026 Baseline Budget	2023 Actual	2022 Actual	Notes
10	Maintenance of Equipment	\$ -	\$ 82.70	\$ 82.70	\$ -	\$ -	\$ -	\$ -	Supplies for Estancia pump
11	Maintenance of Buildings/Improvements	\$ 100,000.00	\$ 420,529.54	\$ 413,725.26	\$ 100,000.00	\$ 100,000.00	\$ 126,564.31	\$ 82,944.85	Pump, ditch, levee maintenance; TRB repairs
12	Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148.00	\$ -	
12	Misc. Expenses	\$ 3,000.00	\$ 5,737.59	\$ 5,737.59	\$ 3,000.00	\$ 3,000.00	\$ 18,755.18	\$ 16,054.76	Meeting space rental, CEQA filing fee, mtc supplies, sandbags
13	Professional Services	\$ 220,000.00	\$ 473,712.33	\$ 84,267.89	\$ 25,000.00	\$ 25,000.00	\$ 389,145.39	\$ 626,933.18	Consultants for design, bio, geo, real estate, CEQA
14	Trade Services/Construction	\$ -	\$ 150,000.00	\$ 9,810.38	\$ -	\$ -	\$ 54,863.50	\$ 1,804.12	Rodent control, pump station vactoring, repairs
15	Minor Equipment	\$ -	\$ 6,394.02	\$ 6,394.02	\$ -	\$ -	\$ -	\$ -	Supplies for Estancia pump
40	Mileage	\$ -	\$ 22.93	\$ 22.93	\$ -	\$ -	\$ -	\$ -	
16	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,471.46	
17	Utilities - Electric	\$ 16,000.00	\$ 16,000.00	\$ 13,048.47	\$ 16,000.00	\$ 16,000.00	\$ 17,516.36	\$ 10,710.16	For pump stations
18	Utilities - Water	\$ 1,500.00	\$ 1,500.00	\$ 1,056.02	\$ 1,600.00	\$ 1,600.00	\$ 1,577.56	\$ 1,530.56	
19	Easements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 271,746.00	
20	<b>Services and Supplies Costs</b>	<b>\$ 340,500.00</b>	<b>\$ 1,073,956.18</b>	<b>\$ 534,122.33</b>	<b>\$ 145,600.00</b>	<b>\$ 145,600.00</b>	<b>\$ 608,570.30</b>	<b>\$ 1,016,195.09</b>	

Line Item	Description	2024 Baseline Budget	2024 Revised Budget	2024 Actual	Proposed 2025 Baseline Budget	Proposed 2026 Baseline Budget	2023 Actual	2022 Actual	Notes
21	Water Resources Staff Costs	\$ 475,372.00	\$ 410,000.00	\$ 203,938.82	\$ 279,793.00	\$ 288,186.79	\$ 277,589.71	\$ 520,338.85	Engineers, biologists, project manager, techs
22	Building Maintenance Staff Costs	\$ 46,669.00	\$ 46,669.00	\$ 14,582.04	\$ 45,000.00	\$ 46,350.00	\$ 62,321.84	\$ 34,072.74	Pump station operators
23	Vehicle Maintenance Staff Costs	\$ -	\$ 365.35	\$ 356.35	\$ 6,000.00	\$ 6,180.00	\$ -	\$ -	Pump/generator engine servicing
24	Engineering Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Design engineers and construction inspectors
25	Print Shop Costs	\$ 2,900.00	\$ -	\$ -	\$ 3,000.00	\$ 3,090.00	\$ -	\$ 587.00	Printing and mailing outreach materials
26	Real Estate Staff Costs	\$ -	\$ 90,000.00	\$ 42,898.83	\$ 102,750.00	\$ 105,832.50	\$ -	\$ -	Real Estate agents on staff
27	Rental Expenses with County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620.00	\$ -	Meeting space rental from County
28	Road Maintenance Staff Costs	\$ -	\$ -	\$ -	\$ 4,500.00	\$ 4,635.00	\$ -	\$ -	Typically removal of debris at Meadow Trash Rack
29	A-87 Indirect Cost Allocation	\$ 116,219.00	\$ 116,219.00	\$ 58,109.50	\$ 60,000.00	\$ 60,000.00	\$ 58,154.00	\$ 51,362.00	<a href="https://marinflooddistrict.org/california-office-of-management-ar">https://marinflooddistrict.org/california-office-of-management-ar</a>
30	<b>Staff and Equipment Costs</b>	<b>\$ 641,160.00</b>	<b>\$ 663,253.35</b>	<b>\$ 319,885.54</b>	<b>\$ 501,043.00</b>	<b>\$ 514,274.29</b>	<b>\$ 398,685.55</b>	<b>\$ 606,360.59</b>	
31	<b>Expenditure Total</b>		<b>\$ 1,737,209.53</b>	<b>\$ 854,007.87</b>	<b>\$ 646,643.00</b>	<b>\$ 659,874.29</b>	<b>\$ 1,007,255.85</b>	<b>\$ 1,622,555.68</b>	
32	<b>Fund End Balance (Projected/Actual):</b>		<b>\$ 587,004.83</b>		<b>\$ 547,661.83</b>	<b>\$ 494,987.54</b>	<b>\$ 1,281,617.80</b>		

\*Revised budget for FY 2024 includes baseline budget plus encumbered contracts carried forward from prior fiscal years and budget adjustments approved by the board

Line 14 contains a \$150k budget adjustment approved for levee maintenance, although the contract was charged to line 11