

FLOOD ZONE 5 ADVISORY BOARD

MAY 9, 2024

STAFF REPORT

Item 1. Meeting Call to Order (Swan)

Introductions and roll call.

Item 2. Approval of Meeting Minutes: February 18, 2021

<https://marinflooddistrict.org/documents/zone-5-draft-minutes-for-advisory-board-meeting-february-18-2021/>

Recommended Action: Approve minutes from the February 18, 2021 meeting.

Item 3. Open Time for Items Not on the Agenda

Public comments are limited to three minutes per speaker.

Item 4. Operations and Maintenance Update

a. Vegetation Maintenance:

Vegetation will be inspected this summer to see if any might cause significant reduction in flood carrying capacity of Easkoot Creek where the District has an easement between Arenal and the pedestrian bridge to the Stinson Beach parking lot. Minor debris removal such as tree trimming or removing garbage or invasive plant species may be required. Native plants are to be preserved and protected, and any removed plants are required under our maintenance permits (see item 3.c.) to be replaced with native vegetation.

b. Sediment Removal

Sediment was removed three times from the channel adjacent to Parkside Café in December 2022 and January 2023 during a series of atmospheric rivers that transported a significant amount of sediment to the area. Because a Major Federal Disaster was declared during this period, the District is pursuing reimbursement of the \$49,668 in contracting costs for this effort through FEMA Public Assistance (program information available on FEMA's website: <https://www.fema.gov/assistance/public>). Subsequent to the 2022-23 federal disaster period, sediment was removed in late summer of 2023 in preparation for this past winter, and two more times on an emergency basis in January 2024. The total contracting cost for sediment removal this fiscal year is \$32,925. Following is a summary of sediment removal activities in the vicinity:

Time Period	Emergency or Regular Winter Preparedness	Cost	Reimbursement
December-January 2022-2023	Emergency	\$49,886	Applied for and pending
September 2023	Regular	\$9,568	Not eligible
January 2024	Emergency	\$23,357	Not eligible

We are working on obtaining a permit with the U.S. Army Corps of Engineers to remove sediment this coming fall should it be needed to restore that section of creek to design capacity. The estimated cost for this pre-season work is \$12,000.

c. Programmatic Maintenance Permit Status

After over a decade of coordination, the District received approval from environmental regulatory agencies for a 5-Year Programmatic Stream Maintenance Permit. This work was done primarily by staff, saving a significant amount of money. Below is a summary of the key steps and milestones in the process.

In 2011 District staff began working with State environmental regulatory agencies now requiring programmatic maintenance permits for agencies working in waterways. Creek/ditch maintenance activities requiring programmatic permitting include vegetation management, sediment and debris removal, erosion control, maintenance and repair of flood control structures, and levee maintenance. The process began by developing a Stream Maintenance Program (SMP) Manual (see the latest version of it here: <https://marinflooddistrict.org/documents/marincounty-stream-maintenance-manual-2023/>) and then applying for permits from relevant agencies, which for most sites includes the CA Department of Fish and Wildlife and the San Francisco Bay Regional Water Quality Control Board.

CA Department of Fish & Wildlife issued a Routine Maintenance Agreement for the District's creek maintenance that can be viewed here: <https://marinflooddistrict.org/documents/ca-department-of-fish-and-wildlife-creekmaintenance-activities-permit-2021/>

The San Francisco Bay Regional Water Quality Control Board (RWQCB) adopted a new Order on July 12 that can be found here: https://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2023/R2-2023-0011.pdf

Item 5. Zone 5 FYs 2024-2026 Proposed Baseline Budget

In 2020 the Office of the County Executive (formerly County Administrator's Office) requested that flood zones recommend 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 necessary as priorities and cost estimates for projects and studies planned for this coming fiscal year are more clearly identified. Staff will review the proposed Flood Zone 5 Baseline Budget for FYs 2024-2026 at the meeting.

Recommended Action: Recommend the Board of Supervisors adopt the proposed Zone 5 Baseline Budget for FYs 2024-2026.

Item 6. National Park Service (NPS) Beach Parking Lot Design Update

See this website for project information:

<https://parkplanning.nps.gov/projectHome.cfm?parkID=303&projectID=101674>

NPS sought comments from the public in late 2021 on this project and subsequently has been following up with various environmental regulatory agencies. NPS plans to start a formal year-long Environmental Assessment (EA) process around September 2024. They are also planning an in-person civic engagement meeting sometime in July to discuss the proposed action to be analyzed in the EA. The public comment period for the EA will most likely be in the Spring of 2025 and the EA documents will be made available on a public website.

Item 7. Schedule Next Meeting

The bylaw meeting date is February 20, 2025, but a special meeting may be called regarding Item 5 (above) so board members have an opportunity to discuss the NPS project together.

PROPOSED Flood Zone 5 Baseline Budget for FYs 2025 and 2026 NOTE: REVENUES ARE REPRESENTED AS NEGATIVE NUMBERS AND EXPENDITURES AS POSITIVE, BUT A POSITIVE FUND BALANCE IS POSITIVE

Line Item	Description	2024 Original Budget	2024 Revised* Budget	2025 Proposed Budget	2026 Proposed Budget	2024 Actual as of 4/23/2024	2023 Actual	2022 Actual	Notes
1	Total Taxes	\$ (114,080.00)	\$ (114,080.00)	\$ (126,591.00)	\$ (130,389.00)	\$ (126,266.50)	\$ (126,106.55)	\$ (119,711.56)	
2	Total Interest	\$ (1,502.00)	\$ (1,502.00)	\$ (3,872.00)	\$ (3,988.00)	\$ (12,587.39)	\$ (12,386.96)	\$ 4,869.74	
3	State Homeowner Property Tax Relief	\$ (400.00)	\$ (400.00)	\$ (430.00)	\$ (443.00)	\$ (213.85)	\$ (415.86)	\$ (419.38)	
4	SB 2557 Administration Fee	\$ 1,400.00	\$ 1,400.00	\$ 1,432.00	\$ 1,475.00	\$ 1,384.56	\$ 1,423.15	\$ 1,358.35	
5	Total Revenue Budget/Actuals:	\$ (114,582.00)	\$ (114,582.00)	\$ (129,461.00)	\$ (133,345.00)	\$ (137,683.18)	\$ (137,486.22)	\$ (113,902.85)	
Line Item	Description	2024 Original Budget	2024 Revised* Budget	2025 Proposed Budget	2026 Proposed Budget	2024 Actual as of 4/23/2024	2023 Actual	2022 Actual	Notes
6	Maintenance of Buildings & Improveme	\$ 48,000.00	\$ 53,000.00	\$ 53,000.00	\$ 53,000.00	\$ 32,925.30	\$ 52,791.85	\$ 31,840.79	
7	Miscellaneous Expenses	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	
8	Professional Services	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	
9	Construction/Trade Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10	Total Services/Supplies:	\$ 63,000.00	\$ 73,000.00	\$ 68,000.00	\$ 68,000.00	\$ 32,925.30	\$ 52,791.85	\$ 31,840.79	
Line Item	Description	2024 Original Budget	2024 Revised* Budget	2025 Proposed Budget	2026 Proposed Budget	2024 Actual as of 4/23/2024	2023 Actual	2022 Actual	Notes
11	Staff Costs	\$ 53,539.00	\$ 53,539.00	\$ 53,539.00	\$ 53,539.00	\$ 2,518.08	\$ 5,995.29	\$ 27,514.05	
12	Engineering Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13	Real Estate Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Road Maintenance Staff	\$ -	\$ -	\$ -	\$ -	\$ 3,722.86	\$ -	\$ -	
15	A87 Indirect Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	Total Staffing Budget/Actuals:	\$ 53,539.00	\$ 53,539.00	\$ 53,539.00	\$ 53,539.00	\$ 6,240.94	\$ 5,995.29	\$ 27,514.05	
18	Projected/Actual Fund Ending Balance:		\$ 462,689.54	\$ 470,611.54	\$ 482,417.54		\$ 474,646.54		

* Currently the revised expenditure budget for this fiscal year is the baseline budget, plus encumbered contracts from prior fiscal years carried forward.