

FLOOD ZONE 4 ADVISORY BOARD

STAFF REPORT

APRIL 22, 2025

Item 1. Review Agenda Setting Procedure

At the beginning of meeting, the chairperson will instruct the District staff to conduct the roll call. Following this, staff will provide a review of the agenda and outline the meeting process. Staff requests that the Advisory Board direct its feedback toward the agenda items, specifically focusing on local issues and priorities, rather than the operational aspects of the District. The chairperson will oversee the meeting in accordance with *Robert's Rules of Order* to ensure a structured and effective discussion. **To ensure alignment with Robert's Rules of Order best practices, members of the public are requested to address all comments to the Chairperson instead of directing them to District staff.**

Item 2. Meeting Minutes: October 22, 2024 and January 28, 2025 (Action Item)

Draft minutes can be found here:

<https://flooddistrict.marincounty.gov/meetings/zone-4-advisory-board-meeting-october-22-2024/#/tab-minutes>

Recommended Action: Approve draft minutes of October 22, 2024 and January 28, 2025.

Item 3. 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 4. Rehabilitation of East and West Creeks (Action item)

Background: On January 23, 2024, the advisory board recommended the below described scope of work for design and environmental review for proposed restoration projects on East and West Creeks, with a budget of \$400,000.

In East Creek this involves preparing plans and specifications for removing accumulated debris and sediment from Harriet Way up to Karen Way (approximately 1,320 feet long). This will include design of appropriate biotechnical bank erosion protection through this creek reach. The design engineer may, pending additional feedback from the advisory board at future meetings, also design add-on options (which would increase implementation cost

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above the estimate) for:

- 1) installation of a top of bank barrier along 100-130 Leland Way (about 350 feet long),
- 2) installation of a sediment basin near Karen Way to reduce sedimentation downstream where it is more difficult to access,
- 3) plugging or valving of the Town of Tiburon's storm drain outfall at the Cecilia way crossing.

In West Creek the scope of work includes design and environmental for the following proposed project elements:

- 1) Remove rubble (foreign rock and broken concrete) from the creek between Tiburon Blvd and 80 Rancho Dr, and Cecilia Way and 180 Rancho Drive.
- 2) Remove concrete channel stormwater outfall around 143 Blackfield Drive and replace it with a rock lined channel and appropriate biotechnical bank erosion protection,
- 3) Remove three non-native poplars and one non-native eucalyptus from in-stream, and
- 4) Stabilize banks (e.g. rock rip-rap) to enlarge channel at location of removed in-channel trees

More details can be found on this website: <https://marinflooddistrict.org/documents/executive-summary-for-flood-risk-reduction-alternatives-at-east-and-west-creeks/>

Update: The District released a Request for Qualifications (RFQ) for professional design and permitting services for the above-described scope of work. The District has selected the preferred consultant team. The consultant's cost estimate was much higher than anticipated. As part of negotiations, the consultant has agreed they can reduce their budget by making specific assumptions about their scope of work. The District suggests awarding the preferred consultant with an initial \$15k to \$20k budget for document review to better understand the project and refine their proposed scope and budget accordingly. Then the District can make a final recommendation to the advisory board at the next July FZ4 meeting before asking the District Board of Supervisors to award a consulting contract. If the design contract kicks off in mid-2025, construction of improvements would likely occur in 2027 or 2028.

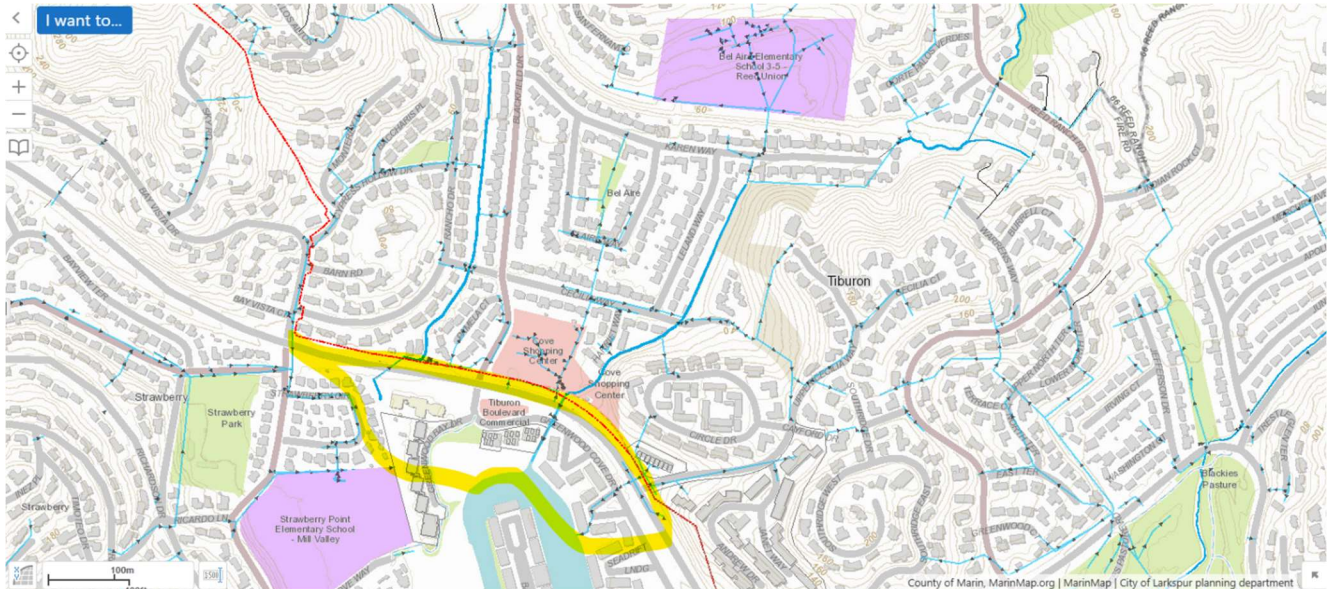
Recommended Action: Recommend awarding the preferred consultant with an initial \$15k to \$20k budget for document review to better understand the project and refine their proposed scope and budget accordingly.

Item 5. Greenwood Cove Drive and Tiburon Blvd Tidal Flooding (Action Item)

The District is considering a drainage study to evaluate readily available flood improvements along low-lying portions of Tiburon Blvd/Greenwood Cove Dr/Cecilia Way. The main issue is tidal flooding and storms during high tide. A rough location of this area is highlighted below. District staff have reached out to County DPW Engineering Roads Division, Caltrans, and Town of Tiburon to gage interest and review relevant drainage studies. Both DPW

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Engineering and the Town of Tiburon are interested in the study. Caltrans has not stated their interest yet. It is likely that the District would fund the study, but these other agency partners would help fund the design and subsequent construction.



Recommended Action: Recommend Advisory Board vote to establish an Ad Hoc Subcommittee to oversee Cove and Tiburon Boulevard Tidal Flooding Study. The subcommittee will consist of two appointed members and will operate within a defined timeframe to complete its work. No final decisions will be made without the full governing body's review and approval.

Item 6. Next Meeting

The next meeting is scheduled for July 22, 2025, at 6:30pm at the Westminster Presbyterian Church.