

**DRAFT MINUTES OF THE
FLOOD CONTROL ZONE 6 ADVISORY BOARD MEETING
HELD TUESDAY, MARCH 5, 2019 AT
3501 CIVIC CENTER DRIVE, RM 304
SAN RAFAEL, CA 94903**

Board Members (AB) Present

Stuart Shepherd (SS)
Ken Dickinson (KD)
Marianne Nannestad (MN)
Wayne Rayburn (WR)

County Staff (Staff) Present

Gerhard Epke, Senior Program Coordinator
Hannah Lee, Senior Civil Engineer
Liz Lewis, Planning Manager

6:35 SS called the meeting to order

Item 1. Introductions

Item 2. Approval of Meeting Minutes: March 6, 2018

Action by Board: Approve meeting minutes from last meeting.

M/S: SS/WR; **Ayes:** All; **Nay:** None, **Abstain:** None

Item 3. Open Time for Items Not on the Agenda

MN inquired whether District was involved in the San Rafael Wildfire Prevention Plan. WR would like to establish San Rafael Meadows as a FIREWISE neighborhood. Staff referred them to the Fire Department for their inquiries.

Item 4. Updated Flood Control Zone 6 Bylaws

Staff provided a report on the new bylaws and the impetus for updating and standardization across the zones. KD requested to see the existing bylaws for comparison. Staff printed and provided the prior version of the bylaws that had been reviewed by the AB in 2015 and the AB compared the new and old versions.

Action by Board: Recommend the District Board of Supervisors approve the Updated Flood Zone 6 Bylaws.

M/S: SS/KD; **Ayes:** All; **Nay:** None, **Abstain:** None

Item 5. Zone 6 Budget FY 19-20

Staff provided a report on current and proposed budget.

Action by Board: Recommend that the District Board of Supervisors approve the budget.

M/S: SS/WR; **Ayes:** All; **Nay:** None, **Abstain:** None

Item 6. Current Zone Drainage Activities

a. Annual Leaves Mailer

AB requested that in future staff ensures that the annual mailer is sent to both home owners and residents. AB also noted that the mailer appears to be successful in reducing the number of people who sweep leaves into the street.

b. Maintenance Contract with San Rafael

Marin County Flood Control and Water Conservation District

SS observed that crews came earlier than normal last year (end of June), and because it was early the grasses grew back before the rainy season. AB requested advance notice of maintenance. The AB would prefer the City to use Conservation Corps North Bay (CCNB) and would prefer the mowing and vegetation maintenance occur later in the summer.

Action by Board: Recommend that upon renewal of the maintenance contract in 2022, language be amended to

1. exclude the sections that are the responsibility of the SMART district
2. recommend the City use CCNB
3. ask the city to notify residents before conducting work
4. conduct the work later in the summer.

Also inform both SMART and the City of this feedback from the AB ahead of contract expiration.

M/S: SS/WR **Ayes:** All; **Nay:** None, **Abstain:** None

c. Pipe Rehabilitation on Corrillo Drive

AB observed the rehabilitated pipes look good and wondered about the existence of other corrugated metal pipes in the zone needing attention. Staff noted that San Rafael conducted a City-wide investigation of accessible major drainage structures (such as catch basins and manholes) nearly 8 years ago. The pipe on Corrillo was the only one that the city reported to the District at the time as needing repair. Conditions could have changed since then.

d. SMART Update

Staff provided an update and observed that SMART is catching up with channel maintenance in their ROW. Staff will communicate with SMART staff in the summer/fall if obstructions to flow are not addressed.

e. Development along Merrydale Creek

SS asked if the creek along this stretch could be culverted. Staff suggested this would be challenging for a variety of reasons and wasn't being pursued by the developer. The developer is resubmitting plans and will work out a license agreement with the District for encroachments into the access easement along the top of bank.

f. Merrydale Easement Transfer

Staff presented rationale for transferring the easement to the City, which comes down to inefficiency of owning an easement in San Rafael which is also managed by the City through the maintenance contract. The majority of this year's District staff time working for Zone 6 has been spent coordinating communications with City of San Rafael staff.

AB had reservations about giving the City a permanent funding stream to maintain the channel given the developer will also have permit conditions requiring maintenance of stormwater facilities. AB needs more information from the City on what developer is agreeing to pay for as a condition of their permit/approval.

No action was taken and it was agreed to table the item for a future meeting.

Item 7. Schedule Next Meeting

Tuesday July 9 was chosen as the date for the next meeting. AB is interested to investigate bank erosion on privately owned parcels. Staff will schedule field trips with one or two AB members at a time to walk sections of creek and to review areas of concern.