

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

**DRAFT MINUTES OF THE  
FLOOD CONTROL ZONE 1 ADVISORY BOARD MEETING  
HELD FEBRUARY 13, 2019  
AT 922 MACHIN AVENUE, NOVATO**

**Board Members (AB) Present**

Bill Long (BL) – Chairman  
Jim Grossi (JG) – Vice Chairman  
Drew McIntyre (DM)  
Gary Butler (GB)  
Sue Lattanzio (SL)

**District Staff (Staff) Present**

Liz Lewis, Planning Manager  
Joanna Dixon, Associate Civil Engineer

An activated fire alarm at the City of Novato offices required evacuation of the building from 6:30-6:40pm. Bill Long convened the meeting at 6:42pm after the Novato Fire Protection District allowed reentry of the facility.

**Item 1. Approval of Meeting Minutes: November 01, 2018**

**Action by Board:** Approve minutes as written  
**M/S:** DM/JG **Ayes:** All, **Nay:** None, **Abstain:** None

**Item 2. Open Time for Items Not on the Agenda**

None

**Item 3. Bylaws.**

GB recommended updating the second line under Purpose to read “District Board of Supervisors” to further clarify the potential confusion between the County Board of Supervisors and this same group convening as the Marin County Flood Control and Water Conservation District Board of Supervisors.

JG inquires as to why the meeting frequency has been reduced from 4 meetings per year to 2 meetings a year. Staff responds that for greater consistency across all of the Flood Control District Zones, where some of the zones are not able to fund as many meetings per year, this requirement only represents a minimum of two required meetings per year, and that more meetings may be requested either by the Advisory Board Chairperson, or by Flood Control Staff as business matters may necessitate.

DM recommends distributing proposed revisions to documents with strikeouts and new language shown in bold for comparison.

BL recommends exploring the addition of a city of Novato councilmember and a Fire District board member to the Zone 1 Advisory Board.

Staff suggested considering recommending the currently proposed bylaw revisions at this time so as not to impact the District wide effort to update the bylaws across the various Flood Zones. Staff will follow up with counsel to understand the legal mechanism for updating bylaws and/or Zone resolution to add new advisory board members.

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BL asked that staff forward the meeting date and agenda item to the Zone 1 Advisory Board members for the District Board of Supervisors meeting where the recommended bylaws will be considered. Staff will notify the Advisory Board members of the date when this item will be brought to the District Board of Supervisors.

SL suggests that updating the bylaws be placed on a list for future action.

**Action by Board:** Recommend the District Board of Supervisors approve the updated Flood Zone 1 Bylaws.

**M/S:** JG/GB, **Ayes:** All, **Nay:** None, **Abstain:** None

### **Item 4. Grant Programs Status**

JG recommends we keep reapplying to FEMA for grant funding opportunities.

### **Item 5. Project Updates**

At 7:05 pm another activation of the building's fire alarm caused evacuation of the meeting room and the meeting was re-convened across the street in the Novato Police Department's conference room.

Staff gave updates per the Staff Report for the active projects – please see Staff Report for more details.

- b) HWY 37 Adaptation Planning Grant- Staff reported that the interviews of consultants interested in the work went well, and that all of the firms responding were very well qualified. Staff is recommending selection of CSW ST2 for the District Board of Supervisors approval later this month.
- c) Simmons Slough Water Management System - Staff reported that the most recent construction cost estimate is 2.1 Million dollars which would require an increased contribution of Zone 1 funding of approximately \$700,000 above and beyond the Grant funding. Construction is planned to occur in 2020.
- h) Novato Creek Sediment Removal (2020) – Staff is generating estimates of sediment to be removed from the usual project limits of Novato Creek, Warner Creek and Arroyo Avichi creek, and considering several proposals for sediment placement/disposal on the ecotone levee in North Deer Island Basin as was done in 2016, along the levees, and possibly within the Heron's Beak pond. These proposals will be presented to the permitting agencies for feedback and recommendations at an upcoming coordination meeting in April.

### **Item 8. Budget**

Staff presented the proposed Zone 1 FY 2019-2020 budget, and the budget notes details which are attached as part of these meeting minutes.

Staff noted some format changes of the budget spreadsheet which now includes line 36 to show an accruing funding commitment within the overall Zone 1 funds for replacement of the Lynwood Pump Station. This funding is earmarked as a savings plan for the Lynwood Pump Station but may always be reallocated elsewhere as needed if there are other priorities.

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Also, line 38 has been added to show an estimate of funds that were budgeted for the current fiscal year, which staff estimates will not be used by the end of this fiscal year and will then roll forward back into the overall Zone 1 fund, or will then be re-budgeted in this upcoming fiscal year.

As noted in the staff report, the Zone 1 revenues declined in the FY 2017-18 actuals as compared to what was predicted based on the previous FY 2016-17 actuals. Staff is attributing some of this decline to the reasoning that as our overall fund balance decreases, the interest we receive based on the existing balance is also decreasing. DM asked if staff have any concerns with the decreasing fund balance. The County's Department of Finance manages the revenues Zone 1 receives, and staff will set up a meeting with Department of Finance director Roy Given to explain revenue sources and the decline observed in the FY 2017-18 actuals for Zone 1 with District staff and the Advisory Board chair.

DM commended staff on the budget presentation format, and our continued efforts to apply for grant funding and manage the granting requirements.

**Action by Board:** Approve the proposed FY 2019-20 budget with no amendments.

**M/S:** DM/GB **Ayes:** All, **Nay:** None

### **Item 7. Next Meeting Date**

As the recommended proposed bylaws suggest a minimum of two required meetings per year, the next required meeting will be held on August 1, 2019. The Advisory Board Chair and or Flood Control District staff may choose to convene additional meeting(s) in the interim as needed. BL requests that staff send out any relevant updates to the Advisory Board members.