

Marin County Flood Control and Water Conservation District

FLOOD CONTROL ZONE 4 ADVISORY BOARD MEETING

MARCH 22, 2018

STAFF REPORT

Item 1. Election of Chairperson and Vice-Chairperson

Article VI of the Advisory Board's bylaws stipulate that officers of the Advisory Board be elected to a one-year term by a majority vote of the Advisory Board. There are two officers – chair and vice-chair.

Recommended Action: Elect chairperson and elect vice-chairperson.

Item 2. Approval of Meeting Minutes: December 7, 2018

Recommended Action: Approve minutes.

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).
(While members of the public are welcome to address the Advisory Board, under the Brown Act Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)

Item 4. Cove Stormwater Pump Station Upgrade Project Update

Staff has been working with CSW in the preparation of the final Plans, Specifications, and Estimate (PS&E) for the Cove Pump Station Upgrade. This upgrade includes:

- increasing pumping capacity
- adding an onsite generator and transfer switch that will run the entire pump station
- replacing controls and completing electrical upgrades
- modifying the wetwell to increase flow efficiency
- modifying the pump house building
- adding a larger trash rack

To date, the cost estimate for this upgrade is \$1,984,810. Staff anticipates that this project will go out to bid this spring.

Item 5. East Creek Hydrologic and Hydraulic Study Update

Staff is completing a draft hydrologic and hydraulic modeling analysis of existing conditions and potential future sea level rise conditions along East Creek.

Item 6. Discussion on Potential Future Projects in Zone 4

On 1/18/18, SM met with KO and JL, and both AB members asked that the following be added to this meeting's agenda for discussion by the AB:

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- Placing tide gates on the two outfall pipes that discharge East Creek into Richardson Bay
- Sediment removal along East Creek upstream of Cecilia Way
- Jacking a third pipe underneath Route 131, and connecting this pipe to a single header for the three Cove pump station pumps allowing the stormwater to be directly discharged into Richardson Bay

As part of the AB's discussion, staff will be available to discuss the feasibility of the above mentioned projects. Please see the attached graphic that depicts facilities ownership south of Tiburon Blvd.

Item 7. Sea Level Rise Ad Hoc Committee Report

The Ad Hoc committee may present a report at this time.

Item 8. Annual and Preventative Maintenance Work Program

a. Pump Stations:

Individual pumps and motors are scheduled for major maintenance on a six year interval at each of the zone's three stations. In addition to major maintenance, preventative maintenance at all pump stations also takes place every year and includes the inspection, testing, and as needed replacement of electrical and mechanical components. Below are highlights for each pump station, both for work completed this past fiscal year, as well as work scheduled for the upcoming 2018-2019 fiscal year (FY).

For FY 2017-2018:

The following work was completed:

Pamela Court: Preventive maintenance was performed. The back-up pump was removed and serviced as part of the six-year maintenance cycle.

Strawberry Circle: Preventive maintenance was performed. No pumps were scheduled to be pulled as part of the maintenance cycle.

Cove Pump Station: Preventive maintenance was performed. As part of the six-year maintenance cycle, pump # 2 was serviced. Additionally, pump #1 was serviced to repair a slight shaft vibration that was detected.

For FY 2018-2019:

The following work is scheduled:

Cove Pump Station: Preventative maintenance to be performed, with the back-up pump scheduled to be removed and serviced for maintenance.

Pamela Court: Preventative maintenance to be performed. No pumps are scheduled to be pulled as part of the maintenance cycle.

Strawberry Circle: Preventative maintenance to be performed, and the No. 1 Pump is scheduled to be removed and service for maintenance.

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An invitation for bids to perform removal and service of pumps throughout the District, including Zone 4, will be released. Staff will prepare a recommendation to the Board of Supervisors to award a contract to the lowest qualified bidder following the receipt of bids.

b. Vegetation:

Prior to the next winter season, the Conservation Corps North Bay will perform annual vegetation maintenance along East and West Creeks and at the Karen Way Trash Rack. During maintenance, the District will also identify and perform any bank stabilization repairs needed. The East Creek access road will also be mowed this summer.

c. Sediment Removal

The need for sediment removal will be assessed at West Creek downstream of Cecilia Way. The results of the East Creek Hydrology and Hydraulic Analysis will determine if sediment removal at East Creek upstream of Cecilia Way would be beneficial.

Item 9. Zone 4 & 4A FY 2018-19 Budget Review

The Zone 4 and Zone 4A budgets for FY 2018-2019 (begins July 1, 2018 and ends June 30, 2019) will be presented to the Board of Supervisors at a hearing this summer.

For the most recently closed fiscal year (FY 2016-17), actual operating expenses were lower than budgeted operating expenses. Additionally, for FY 2016-17 actual revenues were higher than budgeted revenues.

Line Item #

1. Building Maintenance Staff: This line item includes staff time for pump station operations and day-to-day maintenance, and staffing during storm events.
2. Road Maintenance Staff: This line item includes staff time for tide gate operations and maintenance, mowing, and small-scale sediment removal.
3. Real Estate Division Staff: This line item includes staff time for right of way negotiations. For FY 2018-19, this includes support negotiation and implementation of a temporary construction easement for the Cove Stormwater Pump Station Upgrade.
4. Engineering Division Staff: This line item includes staff time for engineering support. For FY 2018-19, this includes support for the construction of the Cove Stormwater Pump Station Upgrade.
5. Water Resources Staff: This line item includes time for District support. For FY 2018-19, this item includes support for project management, creek maintenance, vegetation maintenance, pump station maintenance, budgeting, Advisory Board meetings, public inquiries, indirect overhead, and administrative support.
6. Maintenance – Buildings and Improvements line item includes support for pump station equipment maintenance, pump rehabilitation, wet well cleaning, creek vegetation and

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sediment removal, and building maintenance.

7. Professional Services Contracts: This line item includes support for contracts for potential studies and potential project design, and permitting.
8. Construction: This line item is for the construction of the Cove Stormwater Pump Station Upgrade.
9. Utilities: This item includes costs for electricity, natural gas, and water.
10. Misc. Expenses: This item includes costs for unexpected expenses not accounted for under another line item, including printing, office expenses, and unforeseen expense needs.
11. Revenues: Revenues are conservatively projected to increase by 0.5%.

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

Item 10. Schedule Next Meeting

The AB may consider setting the next meeting date.