

Marin County Flood Control and Water Conservation District

FLOOD CONTROL ZONE 4 ADVISORY BOARD MEETING
MARCH 9, 2017

STAFF REPORT
(revised 2/24/17)

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: October 20, 2016

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. Zone engineer's Report

a. Winter Storms Update

The 2016-17 rain season has been significant. As of mid-February, Southern Marin rain gages have recorded an average of 34.20 inches since October 1, 2016. By comparison, the average-to-date one year ago was 20.92 inches. The National Weather Service's Climate Prediction Center has issued an uncertain forecast for the remainder of the winter, stating that precipitation could be "above or below normal" for the remainder of the rain season. There have been several activations of the Department Operations Center (DOC) this winter. In conjunction with these DOC activations, we have ensured that maintenance staff stayed on scene in Zone 4 ensuring that the pump stations maintained full operational status. Flood Control staff will continue to closely monitor weather and tides for the remainder of the rain season.

b. Short-term Upgrades to Cove Pump Station

The Zone 4 Advisory Board had previously recommended that several short-term upgrades be made to Cove Pump Station, and these upgrades are complete. Specifically, the following projects are complete: repair to the 36" diameter pipe that connects to the wetwell; repair the trash rack; install redundant mechanical float valve technology on pumps 1 and 2; and have an independent Professional Electrical Engineer review the pump station's electrical system. Additionally, District staff have corresponded with Town of Tiburon staff regarding the trash receptacle site located near the pump station.

Marin County Flood Control and Water Conservation District

c. Cove Pump Station Long-term Upgrades

In August of 2016, the Advisory Board recommended that the District proceed with upgrades to the pump station that would provide a capacity to pump 100-year stormwater inflows into East Creek. The recommended upgrades include:

- increasing pumping capacity
- adding an onsite generator that will run the entire pump station
- replacing controls and completing electrical upgrades
- modifying the wetwell
- modifying the pump house building
- adding a self-cleaning trash rack

In September of 2016, the District released a Request for Proposals for Final Design and Preparation of Plans, Specifications and Construction Cost Estimate for Cove Stormwater Pump Station Upgrades. Five consulting firms submitted proposals to the District and these proposals were evaluated by a review committee that included District staff, Building Maintenance staff, and staff from the Tiburon Department of Public Works. The review committee ranked CSW/Stuber-Stroeh Engineering Group, Inc. as the top-ranked firm to complete the final design and preparation of plans, specifications and the construction cost estimate for the pump station. The contract cost to engage CSW/Stuber-Stroeh is \$290,170 and has been submitted to the Marin County Flood Control & Water Conservation District Board of Supervisors for their consideration on March 7, 2017. Once the design phase is underway, staff will have CSW/Stuber-Stroeh make a presentation to the Advisory Board when there is a preliminary design completed.

d. East Creek Hydrology and Hydraulic Analysis

The AB recommended that a study of East Creek's hydrology and hydraulics be undertaken to determine the potential need for flood mitigation projects in and/or along the creek. This project involves a topographic survey, and hydrologic and hydraulic (H&H) modeling that will help determine the flow capacity of East Creek under various rainfall and tidal events. The topographic survey of the creek is complete, and staff is currently working on the hydrologic modeling of the East Creek watershed. As part of the CSW contract from item 3c above, CSW will conduct a peer review of the 2016 Schaaf & Wheeler Cove watershed H&H analysis. The results of this CSW peer review will be incorporated into the H&H model for East Creek. A draft study of East Creek should be completed shortly after the CSW review is complete.

Item 5. 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 2017-2018 fiscal year (FY).

Marin County Flood Control and Water Conservation District

For FY 2016-2017:

The following work was completed within budget:

Pamela Court: Preventive maintenance was performed. Pump No. 1 was removed and serviced as part of the six-year maintenance cycle. As part of this maintenance, Pump No. 1 was found to have significant corrosion and the lower part of the column and the bowl had to be replaced. The bowl replacement includes a new impeller.

Strawberry Circle: Preventive maintenance was performed. Pumps No. 1 & 2 were removed and serviced as part of the maintenance cycle. No significant problems were found.

Cove Pump Station: Preventive maintenance was performed. As part of the six-year maintenance cycle, pumps at this station were not scheduled for service this year.

For FY 2017-2018:

The following work is scheduled:

Cove Pump Station: Preventative maintenance to be performed, with Pump No. 1 and Pump No. 2 scheduled to be removed and serviced for maintenance.

Pamela Court: Preventative maintenance to be performed, with the natural gas pump scheduled to be removed and serviced for maintenance.

Strawberry Circle: Preventative maintenance to be performed with no pumps scheduled to be removed and serviced for maintenance.

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. The amount budgeted for completing this work in Zone 4 is \$100,000.

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. In the event that removal is needed, individual environmental permits will be sought. The results of the East Creek Hydrology and Hydraulic Analysis will determine if sediment removal at East Creek would be beneficial.

Note: to date, the District's Routine Maintenance Agreement (RMA) has only been reviewed and received approval from the California Department of Fish & Wildlife. Additional individual permits for each sediment removal site will be needed until the time the RMA receives approval from the remaining regulatory agencies, including the Regional Water Quality Control Board, U.S. Army Corps of Engineers, and the Bay Conservation and Development Commission.

Marin County Flood Control and Water Conservation District

Item 6. Zone 4 & 4A FY 2017-18 Budget Review

The Zone 4 and Zone 4A budgets for FY 2017-2018 (begins July 1, 2017 and ends June 30, 2018) will be presented to the Board of Supervisors at a hearing this summer. A proposed budget summary will be presented to the AB by staff for review.

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

Item 7. Schedule Next Meeting

At today's annual meeting, the Advisory Board and District staff shall schedule all regular meetings to be held in the 2017 calendar year. If as the meeting date approaches there is no business proposed to be conducted, the meeting may be canceled by District staff by noticing the Advisory Board and providing a written update on Zone activities. In addition, special meetings may be called by the District Engineer when Marin County Flood Control and Water Conservation District business needs so dictate. Special meetings may also be called at the request of the Advisory Board Chair.

Proposed meetings dates for 2017: June 8, 2017, September 14, 2017, December 14, 2017

**FY 2017 - 2018 Budget Report
FCZ #4A - Strawberry
Fund 23740**

Budget Summary

| Account Description | FY 2016-17 Budget | FY 2016-17 Projected | FY 2017-18 Budget |
|---|------------------------------|---------------------------------|------------------------------|
| Fund Beginning Balance | \$ 25,782 | \$ 23,948 | \$ 7,616 |
| Expenses | | | |
| Salaries and Benefits | \$ - | \$ - | \$ - |
| Service and Supplies | \$ 22,000 | \$ 22,500 | \$ 10,500 |
| Capital Outlay | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 22,000 | \$ 22,500 | \$ 10,500 |
| Revenue | | | |
| Taxes | \$ 6,734 | \$ 6,100 | \$ 6,100 |
| Revenues From Use of Money and Property | \$ 15 | \$ 68 | \$ 15 |
| Intergovernmental Revenues | \$ - | \$ - | \$ - |
| Total Revenue | \$ 6,749 | \$ 6,168 | \$ 6,115 |
| Fund Ending Balance | \$ 10,531 | \$ 7,616 | \$ 3,231 |

Major "Services & Supplies" Expenditures

| | | | |
|---|-----------------|-----------------|----------------|
| Professional Services | \$0 | \$0 | \$0 |
| Maintenance & Repair - Equipment (pump maintenance and discharge pipe valves) | \$20,000 | \$20,000 | \$8,000 |
| Utilities (costs increasing, pumping increased) | \$1,500 | \$2,000 | \$2,000 |
| Other Services & Supplies (oil and gas for generator) | \$ 500 | \$ 500 | \$ 500 |

ANTICIPATED 5-YEAR ZONE 4 CASH FLOW

FY 2015-2016 Fund Ending Balance: \$ 2,480,329
 Proposed budget, subject to change

| Expected Expenditure Description | FY 2015-16 Actuals | FY 2016-17 Budget | FY 2017-18 Proposed | FY 2018-19 Estimate | FY 2019-20 Estimate |
|---|-------------------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Staffing Costs | | | | | |
| Building Maintenance Crew (pump maintenance) | \$ 41,237 | \$ 50,000 | \$ 51,500 | \$ 53,045 | \$ 54,636 |
| Road Maintenance Crew (tide gate, sediment, mowing) | \$ 867 | \$ 20,000 | \$ 20,600 | \$ 21,218 | \$ 21,855 |
| Real Estate Division Staff (project right of way support) | \$ - | \$ 5,000 | \$ 20,000 | \$ 5,305 | \$ 5,464 |
| Engineering Division Staff (project construction support) | \$ - | \$ 5,000 | \$ 10,000 | \$ 50,000 | \$ 5,628 |
| Flood Control District Staff (Proj Mgmt. and Zone Admin) | \$ 173,819 | \$ 321,572 | \$ 331,219 | \$ 336,156 | \$ 346,240 |
| Other Services | \$ 37,423 | \$ 38,546 | \$ 39,702 | \$ 40,893 | \$ 42,120 |
| Salaries, Benefits, and Overhead | \$ 253,346 | \$ 440,118 | \$ 473,021 | \$ 506,616 | \$ 475,942 |
| Utilities | \$ 3,685 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| Rent (Storage and Space) | \$ 1,083 | \$ 1,500 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| Association Dues and Memberships | \$ 2,000 | \$ 4,200 | \$ 4,200 | \$ 4,200 | \$ 4,200 |
| Maintenance & Repair Services & Supplies - Equipment | | | | | |
| Cove Pump Sta. Pump #1 Preventative Maint. & Repair | \$ 19,900 | | \$ 40,000 | | |
| Cove Pump Station Pump #2 Preventative Maintenance | | | \$ 30,000 | | |
| Cove Pump Station Natural Gas Pump Prev. Maint.* | | | | \$ 30,900 | |
| Cove Pump Station Intake Grate Repair | \$ 957 | | | | |
| Pamela Court Pump Station Pump #1 Prev. Maint. | | \$ 25,000 | | | |
| Pamela Court Pump Station Pump #2 Prev. Maint. | | | | | \$ 31,827 |
| Pamela Court Pump Natural Gas Pump Prev. Maint. | | | \$ 30,000 | | |
| Rain & Stream Gauge System Maint. & Expansion*** | \$ 5,320 | \$ 8,000 | \$ 18,240 | \$ 10,487 | \$ 10,802 |
| Supervisory Control and Data Acquisition System Maint. | \$ - | \$ 1,420 | \$ 1,463 | \$ 1,506 | \$ 1,552 |
| New Water Level Loggers Installation | \$ 4,313 | | | | |
| Other (Includes Cleaning/CCTV, Security System) | \$ 9,910 | \$ 20,000 | \$ 20,600 | \$ 21,218 | \$ 21,855 |
| Maintenance & Repair Services & Supplies - Land | | | | | |
| Creek Vegetation Maintenance and Tree/Fence Repair | \$ 19,569 | \$ 78,600 | \$ 86,160 | \$ 88,745 | \$ 91,407 |
| Professional Services | | | | | |
| Cove Pump Station Evaluation | \$ 175,173 | | | | |
| Cove Pump Station Electrical Checkup | | \$ 6,000 | | | |
| Cove Pump Station Design/Const. Support/Peer Review | | \$ 290,170 | | | |
| Balance of Previously Encumbered Contracts | | \$ 74,274 | | | |
| Construction | | | | | |
| Replace District owned CMPs | | \$ 19,000 | | | |
| Minor Repairs to Trash Rack | | \$ 404 | | | |
| Install Mechanical Float Valves | | \$ 4,836 | | | |
| Cove Pump Station Upgrades | | | | \$ 2,109,830 | |
| Miscellaneous | | | | | |
| Services and Supplies | \$ 2,653 | \$ 41,376 | \$ 42,617 | \$ 43,896 | \$ 45,213 |
| Other | \$ 225,000 | | | | |
| Service and Supplies | \$ 469,564 | \$ 579,780 | \$ 279,280 | \$ 2,316,782 | \$ 212,855 |
| Total Expenditures | \$ 722,910 | \$ 1,019,898 | \$ 752,301 | \$ 2,823,399 | \$ 688,797 |

Revenues (increase approx. 0.5% annually) \$710,434 \$713,986 \$717,556 \$721,144 \$724,750
Projected Fund Ending Balance** \$ 2,480,329 \$ 2,174,417 \$ 2,139,672 \$ 37,417 \$ 73,370

*Preventative maintenance is scheduled per 6-year cycle, but may not occur if construction is planned for the facility that same year

**Fund ending balance will change with updated information

***Some of this cost may be offset by a grant

Note: project funds not expended in a given fiscal year will roll over into the next fiscal year