

Marin County Flood Control and Water Conservation District

FLOOD ZONE 6 ADVISORY BOARD MEETING
MARCH 6, 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 – chairperson and vice-chairperson.

Recommended Action: Elect chairperson and elect vice-chairperson.

Item 2. Approval of Meeting Minutes: May 2, 2017

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**).

Item 4. Zone Staffing Changes

Former Zone Engineer Jon Liang accepted a new assignment with the Engineering Division of the Marin County Department of Public Works last summer. While he still works for the County, he is no longer available to help in Zone 6. Recruitment of a replacement Zone Coordinator is in progress and a new Zone contact is expected to be in place in this coming spring. In the meantime, zone-related communications can be routed through Hannah Lee at hlee@marincounty.org or 415-473-2671.

Item 5. Rain Gauge Maintenance Cost Share

Through a California Department of Water Resources (DWR) grant for Flood Emergency Response Projects, a new gauge is being installed at the Marin Civic Center complex which would make real-time rain data available to the District, other agencies, and residents on the website marin.onerain.com. This improves situational awareness during rain storms in Flood Zones 6 and 7, and potentially supports future studies and designs.

While the grant funds the majority of the costs to install a gauge, it does not fund on-going maintenance costs so District staff approached Zones 6 and 7 about setting aside funds in their annual budgets for this (up to \$3,000 total for this gauge). Maintenance involves a contract for biannual hardware checks, ongoing software subscription and support, and management of these contracts and monitoring of the gauges by District staff. Additionally, there is time spent by staff responding to questions from users such as agency staff and the public.

At a prior meeting, the Advisory Board suggested seeking a possible third party to share maintenance costs to reduce the Zone 6 share to \$1,000. Staff was able to bring Las Gallinas Valley Sanitary District (LGVSD) on board; the LGVSD Board approved an annual contribution of \$1,500 for on-going maintenance costs. The remaining \$1,500 estimated annual cost will be shared between Zone 6 and Zone 7. In November of 2016, the Zone 7 Advisory Board recommended an annual contribution of \$750; leaving only \$750 for Zone 6 to contribute.

The contract with High Sierra for installation of the new Civic Center gauge, and 8 other gauges across the county, is going to the District Board of Supervisors on February 27th, 2018. This project doubles the size of the gauging network being maintained by the District. \$87,000 of this installation work is being funded through the DWR grant, and the remaining \$35,470 is from the County General Fund emergency preparedness funds.

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Item 6. Current Activities Update

a. Yard Waste Disposal

Staff plans to send the annual yard waste disposal flyer out again this coming fall to help reduce the amount of leaves that end up clogging street drains.

b. Maintenance Contract with San Rafael

The District has entered into a 5-year agreement with the City of San Rafael so they can hire Conservation Corps North Bay (CCNB) to perform critical creek and ditch maintenance work before the rainy season. The amount reimbursed by Zone 6 to the City of San Rafael for this work is not to exceed \$8,000 per year as recommended by the advisory board in 2015.

c. Pipe Rehabilitation on Corrillo Drive

District staff proposed to enter into an additional agreement with the City of San Rafael for rehabilitation of a pipe identified by the City of San Rafael as being corroded. In 2013 the advisory board recommended that the Zone provide the City with matching funds in order to move the project higher on the City's priority list. Up to \$50,000 in Zone 6 funds is recommended as a not-to-exceed cost for reimbursement of 50% of construction contract costs to the City. District staff expanded the scope slightly to include installation of an easement access gate in the vicinity. District sent the proposed agreement to the City and the City expressed concerns about the overall high costs for the work. District staff offered to use the \$50,000 in Zone 6 funds towards an alternatives analysis in lieu of construction. We are waiting for a response.

d. SMART Update

Staff and SMART met in April to discuss the right-of-way ownership and maintenance responsibility questions brought up by the advisory board at a prior meeting. Areas in question include drainage-ways and culverts behind 49, 47, 301, 321, 323, 403 and 405 Corrillo Dr. Last year staff proposed a Memorandum of Understanding (MOU) with SMART, but in coordinating with SMART and the City it was determined that the parties to any MOU would be the City and SMART, and not the District. Staff drafted an MOU and will review it with the City and pass it along for their consideration.

SMART's contractor is in the process of implementing their in-watershed mitigation effort to restore the habitat in the creek between Merrydale Rd and Redwood Hwy. This work is designed to not negatively impact flow conveyance through the reach.

Item 6. Zone 6 Budget FY 18-19

Staff and AB will review the proposed Zone 6 FY 18-19 budget.

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

Item 7. Schedule Next Meeting

Schedule the next meeting of the Zone 6 Advisory Board. Next regular meeting date is tentatively scheduled for the first Tuesday of the month of March (3/5/2019).

**Flood Zone 6 FY 2018-19 Proposed Operating Budget
with anticipated three-year cash flow projection**

DRAFT

FY 2016-2017 Fund Ending Balance: \$457,251

Proposed budget, subject to change

Year 1

Year 2

Year 3

**FY 2016-17
Actuals**

**FY 2017-18
Budget**

**FY 2018-19
Proposed**

**FY 2019-20
Estimate**

**FY 2020-21
Estimate**

Expected Expenditure Description

Some expenditures include 3% annual increase

Staffing Costs						
1	Road Maintenance Staff	\$ -	\$ 1,800	\$ 1,800	\$ 1,854	\$ 1,910
2	Printing Services Division	\$ 347	\$ 351	\$ 360	\$ 360	\$ 360
3	Water Resources Staff and Special Cost	\$ 20,545	\$ 22,013	\$ 22,000	\$ 22,660	\$ 23,340
	Salaries, Benefits, and Overhead	\$ 20,892	\$ 24,164	\$ 24,160	\$ 24,874	\$ 25,609
Services						
4	Maintenance	\$ 1,453	\$ 14,650	\$ 14,650	\$ 15,090	\$ 15,542
5	Professional Services Contracts	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
6	Construction	\$ -	\$ 50,000	\$ -	\$ -	\$ -
7	Misc. Expense	\$ -	\$ -	\$ -	\$ -	\$ -
	Service and Supplies	\$ 1,453	\$ 69,650	\$ 19,650	\$ 20,090	\$ 20,542
	Total Expenditures	\$ 22,345	\$ 93,814	\$ 43,810	\$ 44,964	\$ 46,152
8	Revenues (increase approx. 0.5% annually)	\$81,872	\$82,281	\$82,693	\$83,106	\$83,522
	Projected Fund Ending Balance**	\$ 457,251	\$ 445,719	\$ 484,601	\$ 522,744	\$ 560,114

**Fund ending balance will change with updated information

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