

Marin County Flood Control and Water Conservation District

FLOOD CONTROL ZONE 4 ADVISORY BOARD MEETING
JANUARY 27, 2023

Statement of Proposed Action

This Statement of Proposed Action has been prepared in lieu of meeting since a quorum of advisory board members did not attend the Zoom meeting held on January 25, 2023. According to the California Water Code, Section 68-6.2 Marin County Flood Control and Water Conservation District (District) staff submits this Statement of Proposed Action to provide any Zone 4 Advisory Board (AB) member an opportunity to respond or provide written comment on the recommended action items outlined below within the next 30 days on or before February 27, 2023. **The next meeting is tentatively scheduled for Tuesday, April 25, 2023.**

Any individual AB member may contact the Flood District at floodinquiry@marincounty.org to discuss any items related to the zone. To comply with Brown Act requirements, all meetings of a quorum of AB members to discuss Zone business must be publicly noticed.

Item 1. Review Meeting Minutes and Notes: October 25, 2022 and January 25, 2023

For reference, draft minutes and notes from these meetings can be found here:

<https://marinflooddistrict.org/meetings/zone-4-advisory-board-meeting-october-25/>

<https://marinflooddistrict.org/meetings/zone-4-advisory-board-meeting-january-25-2023/>

Item 2. Evaluation of Channel Capacity Improvement Options at East and West Creek

At the October 25, 2022 meeting Civil engineer and geomorphologist Matt Smeltzer of Geomorph Design Group provided the advisory board a presentation on the hydraulics and geomorphology of Zone 4 watersheds. The summary, presentation, and additional reference materials can be found here: <https://marinflooddistrict.org/zone-4-reports-and-documents/>

The advisory board then requested preparation of cost estimates for potential conceptual measures identified for East and West Creeks. The District has been working with Geomorph Design Group to refine a scope of work to respond to the advisory board's request. The first necessary step in preparing these estimates is additional surveying of the creeks. Surveying had to be delayed a month due to the unusually and consistently wet weather, however, the final phase of surveying was completed last week. The cost for surveying was \$15,435 and was done under the Geomorph Design Group on-call contract utilizing the baseline Zone 4 budget.

The remainder of work in response to the request would need to be done under a new contract with a proposed budget of \$71,760. This is more than what is available in the Zone 4 baseline budget so a budget adjustment would be needed. A breakdown of the tasks, approximate timeline, and estimated costs are provided in the table below. The timeline

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assumes District Board of Supervisors approval of a new contract on March 7, 2023 and includes time to get feedback and information partner agencies throughout the process.

Task	Description	Estimated Cost	Approx. Timeline
1.a.	Update Models with Survey Data	\$9,000	2 weeks
1.b.	Draft Technical Memorandum	\$6,000	1 week
1.c.	Air Photos Site Maps	\$3,600	1 week
2.a.	Preliminary Analysis for Stakeholder Outreach (Caltrans, Town of Tiburon, Sanitary District, Advisory Board)	\$5,760	1 week
2.b.	Update Site Maps for Stakeholder Outreach Exhibits	\$3,600	1 week
Milestone: Update at April 26 Advisory Board Meeting			
3.a.	Develop Draft Project Alternatives	\$11,400	3 weeks
3.b.	Draft Technical Memorandum	\$11,400	3 weeks
4	Develop and Present Project Alternatives	\$11,400	3 weeks
Milestone: Present at July 26 Advisory Board Meeting			
5	Recommended Budget for additional needs if needed (to be detailed at future advisory board meetings)	\$9,600	
	Total	\$71,760	4 months

The purpose of Tasks 1c, 2a, and 2b are to support early coordination with partner agencies Caltrans, Richardson Bay Sanitary District, and Town of Tiburon. The deliverables of those tasks will facilitate relevant feedback regarding what existing planning and estimating might be available and what opportunities and constraints the District and consultant should be aware of.

Recommended Action: Recommend the District Board of Supervisors approve a contract with Geomorph Design Group in an amount not to exceed \$71,760, including an equivalent budget adjustment for Zone 4 professional services this fiscal year.