

Marin County Flood Control and Water Conservation District

**DRAFT MINUTES OF THE
FLOOD ZONE 3 ADVISORY BOARD MEETING
HELD TUESDAY OCTOBER 10, 2023
AT THE CITY OF MILL VALLEY COMMUNITY CENTER, FOREST ROOM**

<u>Advisory Board (AB) Members Present</u>	<u>District Staff Present</u>
Kevin Conger (KC), Vice Chairperson	Hannah Lee, Senior Civil Engineer
Terrie Green (TG) (arrived at 6:43 PM)	Jeanine Jackson, Engineer II
Garry Lion (GL), Chairperson	Tracy Clay, Principal Civil Engineer
Potter Wickware (PW)	
Kim Rago (KR)	<u>Others</u>
	Ben Shick – Vice President, Schaaf & Wheeler
	Stephanie Moulton Peters – Marin County Supervisor (District 3)
<u>Advisory Board (AB) Members Absent</u>	
John McCauley (JM)	Jennifer Imbimbo, District 3 Supervisor’s Aide
Steven Reel (SR)	Andrew Poster – Mill Valley Director of Public Works

At 6:18 PM, new AB member PW read through Loyalty oath and was sworn in by Hannah.

6:32 PM, meeting called to order by Chair GL.

Item 1. New Board Members

AB members introduced themselves, including the newest member Potter Wickware who lives near Reed Creek.

Item 2. Approval of Meeting Minutes: April 11, 2023

Advisory Board Recommendation: Approve draft minutes of April 11, 2023

M/S: KR/KC, Ayes: KC, GL, PW, KR, Nay: None present, Abstain: None present

Item 3. Open Time for Items Not on the Agenda

Public comments were received during open time about tide gates along Richardson Bay at Manzanita not working properly, about the Bothin Marsh shoreline, and need for pumping stations (it was expressed that the area referenced is within Caltrans jurisdiction). A written comment from Jim Kasper was submitted to the AB and is attached to these minutes. [Staff are researching Mr. Kasper’s questions about roles and responsibilities for creek maintenance.]

Item 4. Receive Engineer’s Report for Zone 3 Marin City Projects

A report on Marin City projects status was presented to the AB. See staff report for information. TG expressed interest in reviewing the cost breakdown for the Donahue portable pump station. Tracy stated that she would provide this information. KR commented that she was not invited to the August Marin City Stormwater Plan Task Force meeting. TG suggested that KC and KR be included in the Task Force.

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Item 5. Crest Marin Pump Station Condition Assessment

See staff report for information as well as attached handout. See further public comment from Jim Kasper attached.

Action by Board: Recommend the District Board of Supervisors award a design and environmental compliance contract for Crest Marin Pump Station Rehabilitation and potentially associated drainage improvements, with a budget no more than \$500,000.

**M/S: KC/KR, Ayes: KC, TG, PW, KR, Nay: None present, Abstain: None present
GL stepped out for an urgent phone call during this item and was not present to vote.**

Item 6. Annual and Preventive Maintenance Work Program

See staff report for update on facility maintenance activities.

Item 7. Flood Zone 3 Investment Strategy Ad-Hoc Subcommittee Update (Written Only)

See staff report for update. This topic will be discussed at future meetings.

Item 8. Budget Adjustment for Staff Time

See staff report for information.

Advisory Board Action: Recommend the District Board of Supervisors increase the Zone 3 baseline budget for inter-departmental charges by \$60,000 to account for necessary staff time increase for priority project delivery.

**M/S: PW/KR, Ayes: KC, TG, PW, KR, Nay: None present, Abstain: None present
GL stepped out for an urgent phone call during this item and was not present to vote.**

Item 9. Schedule of Next Meetings

See staff report for regular quarterly meeting schedule.

Next meeting scheduled for January 9, 2024

TO: Zone 3 Advisory Board of Marin County Flood Control & Water Conservation District ('Flood Control')

FROM: Jim Kasper, resident of Tam Valley (NOTE: I do not live in the flood zone)

SUBJECT: Comments regarding two items on the Agenda for the Oct. 10 meeting of the Board

The following comments could be applicable to either or both of two items on the Agenda:

- Item 3 ("*Open Time for Items Not on the Agenda*") and/or
- Item 5 ("*Crest Marin Pump Station Condition Assessment*" 'Assessment').

Specifically for this meeting, as part of the Assessment (Item 5) or to supplement it:

What could be done to reduce or remove any issues in the Creek?

As I recall, the flooding that occurred in the neighborhood around/near the Crest Marin Pump Station this past winter (2022/2023) was impacted (that is, made worse) in part due to drainage, that is blockage, issues in Crest Marin Creek ('Creek') 'up stream' from the Pump Station.

Since sections of the Creek are on public property (perhaps Marin County, in particular MC Flood Control) and on private property, I think it would be helpful to the neighbors in that area and to the entire Tam Valley community to understand:

- what entity is responsible for maintaining various sections of the stream,
- what guidelines are to be followed in order to do appropriate maintenance, and
- what assistance might be available or applied for in order to perform any approved and necessary maintenance.

Understanding roles and responsibilities is very important since sections of the Creek are on individual private properties and other sections perhaps on County property, specifically MC Flood Control (that is, 'property' designated as "Natural Waterway" on the Marin County Assessor Map).

Sincerely,

A handwritten signature in black ink that reads "Jim Kasper". The signature is written in a cursive, flowing style.

Jim Kasper