

Marin County Flood Control and Water Conservation District

**FLOOD ZONE 3 ADVISORY BOARD MEETING
MAY 25, 2011**

STAFF REPORT

Item 1. Approval of Meeting Minutes: September 16, 2010

Recommended Action: Approve minutes.

Item 2. 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 3. Annual & Preventative Maintenance Plan

Staff will present this year's plan, including:

a) Pump Stations

Individual pumps and motors are scheduled for major maintenance on a six year interval at each of the zone's four stations. The Cardinal No. 2 pump is the only pump/motor scheduled for maintenance this year. Preventative maintenance at all pump stations will also take place, including inspection, testing, and as needed replacement of electrical and mechanical components.

b) Vegetation

Maintenance will occur within all flood control easements and will include fire suppression mowing and creek vegetation removal. In addition, the District will enter into its annual maintenance agreement with the City of Mill Valley, which reimburses the City for up to \$35,000 in creek maintenance work performed within city limits.

c) Sediment Removal

Sediment accumulation will be evaluated at Enterprise Concourse and Laural Way Silt Basin and removed as necessary.

d) Rodent (Gopher) Control

Rodent control efforts have been underway for the last two years and are ongoing. Traps are set and, following successful rodent removal, holes are filled with bentonite to restore the levee fill material. However, other methods for removal are being tested and may be implemented in the future. Residents who notice rodent activity can contact the District to request information on how to fight burrowing rodents in their yards and/or report problems in nearby levees to have traps set near the levees.

Marin County Flood Control and Water Conservation District

Item 4. Project Status Report

a) Seminary Dr. Pump Station

At its last meeting the Advisory Board recommended that the Board of Supervisors adopt the lower cost alternative as presented by staff at the September 16, 2010 Advisory Board meeting. Based on preliminary design estimates, the cost to construct the lower cost alternative was \$250K. Since this meeting staff entered into a \$43,747 professional services contract with Nute Engineering to provide plans, specifications, and cost estimates for construction of the lower cost alternative.

Revised cost estimates provided by Nute Engineering require approximately \$410K for construction, including contingency. The increase in cost from the initial \$250K estimate is attributed to the presence of contaminated soils and groundwater in the vicinity of the construction site and the cost of the means and methods required for their mitigation. Specifically, shoring of the excavated area and soil disposal will add nearly \$98K and groundwater pumping and treatment nearly \$15K to the original cost estimate. To summarize, the breakdown in cost is:

\$250K	original estimate
+ \$98K	shoring & soil disposal
+ \$15K	groundwater pumping & treatment
+ 47K	<u>contingency</u>
= \$410K	Total

The original construction concept for the lower cost alternative did not require shoring, but, as we have learned, would pose an unacceptable risk of disturbing and spreading the contaminated plume. Additionally, without properly shoring the construction area, large volumes of contaminated water would continuously enter the site, require near constant handling and treatment, and likely overwhelm available treatment processes and equipment. Shoring the site will create a tight seal, limit the amount of water that will need to be handled and treated, and will greatly reduce the chance of disturbing the contaminated plume of soil and groundwater in the immediate area.

Staff has identified three primary alternatives for moving forward:

- 1) Continuing with the recommended alternative at higher cost than originally anticipated.
- 2) Doing nothing and foregoing the \$243K in mitigation funds available for the project.
- 3) Developing and moving forward with a new alternative. Staff has developed a conceptual design calling for placement of a small pump in the existing infrastructure. While not offering the same level of protection as revised alternative, this option would still reduce the frequency of flooding.

b) Southern Marin Watershed Program

The *Southern Marin Flood Protection and Habitat Restoration Master Plan Study* will begin this summer and is expected to take two years to complete. The study will be a guiding document for developing integrated, multi-benefit projects in Southern Marin watersheds.

Southern Marin's Zones 3 and 4 presently have approximately \$70 million dollars in projects identified in multiple reports to address various flood issues. The Master Plan will complete a

Marin County Flood Control and Water Conservation District

systematic review of existing conditions, assess levels of flood protection and proposed projects by sub-watershed and provide guidance for next steps. Prior work will be assessed and data gaps will be identified. The study will identify habitat and fisheries restoration opportunities, improvements to flood protection and ongoing maintenance, water quality, and creek channel and bank stabilization. Consideration of sea-level rise scenarios and future adaptation will also be included.

This effort will be drafted by County staff knowledgeable of the current flood issues with consultant assistance to supplement the existing hydrology and hydraulic analysis where needed. Staffing for the program is now complete and includes the addition of Associate Civil Engineer Roger Leventhal, P.E. who will manage the development of Master Plan study. Roger has over 20 years of experience designing, modeling and managing coastal, riverine, and wetland projects in northern California.

c) Coyote Creek Rehabilitation and Inspection Program (RIP) Compliance

Staff is working with the U.S. Army Corps of Engineers (Corps) to address a list of items as required to continue the Coyote Creek Flood Control Project's (earthen levee and concrete channel) good standing in the Corps' Rehabilitation & Inspection Program (RIP). Items include, but are not limited to, updating the project's Operation & Maintenance Manual, management of vegetation, formal Corps' acceptance of additions to the project, encroachment resolution, inspection of penetrations, and creation of an emergency action plan. This has been and will continue to be an ongoing effort. Good standing in the RIP is required in order for the District to be reimbursed for the cost of repairs made following an emergency.

Item 5. Zone Budget for FY 2011-2012

The Zone 3 budget for FY 2011-2012 (begins July 1, 2011 and ends June 30, 2012) is attached and will be presented to the Board of Supervisors at a hearing this summer.

Item 6. Next Meeting

Schedule the next meeting of the Zone No. 3 Advisory Board. The bylaws specify that the next meeting be held on Wednesday, August, 10, 2011.

**FY 2011 - 2012 Budget Report
FCZ #3 Mill Valley
Fund 23720**

Budget Summary			
Account Description	FY 2010-11 Budget	FY 2010-11 Projected	FY 2011-12 Budget
Fund Beginning Balance	\$2,961,640	\$5,374,707	\$5,329,640
Expenses			
Salaries and Benefits	\$812,986	\$595,000	\$685,000
Service and Supplies	\$510,900	\$661,900	\$359,000
Capital Assets	\$5,000	\$5,000	\$5,000
Departmental Charges (Watershed only)	\$0	\$240,000	\$0
Total Expenditures	\$1,328,886	\$1,501,900	\$1,049,000
Revenue			
Taxes	\$1,370,400	\$1,417,759	\$1,330,150
Revenues From Use of Money and Property	\$30,000	\$29,000	\$29,000
Intergovernmental Revenues	\$5,000	\$9,174	\$9,000
Miscellaneous Revenues	\$3,000	\$900	\$900
Total Revenue	\$1,408,400	\$1,456,833	\$1,369,050
Fund Ending Balance	\$3,041,154	\$5,329,640	\$5,649,690

Major "Services & Supplies" Expenditures			
Professional Services			
Mill Valley Creek Maintenance MOU	\$35,000	\$0	\$0
Seminary Drive Pump Station, Design & CM	\$0	\$57,000	\$0
Coyote Ck Middle Reach Dredging - Studies	\$50,000	\$0	\$50,000
Ryan Creek H&H Study	\$0	\$28,000	\$0
Boyle Park Restoration	\$10,000	\$0	\$0
Miscellaneous Studies	\$80,000	\$40,000	\$50,000
Total	\$175,000	\$125,000	\$100,000
Construction			
Seminary Drive	\$0	\$250,000	\$0
Total	\$0	\$250,000	\$0
Maintenance & Repair Services - Equipment			
Major Pump Maintenance	\$75,000	\$50,000	\$25,000
SCADA	\$45,000	\$0	\$0
Miscellaneous	\$26,500	\$26,500	\$22,500
Total	\$146,500	\$76,500	\$47,500
Maintenance & Repair Services - Land & Buildings			
MCC (Marin Conservation Corps)	\$77,000	\$77,000	\$77,000
Mill Valley Creek Maintenance MOU	\$0	\$52,500	\$35,000
Miscellaneous	\$43,500	\$30,000	\$48,600
Total	\$120,500	\$159,500	\$160,600
Miscellaneous Services & Supplies	\$68,900	\$50,900	\$50,900

**FY 2011 - 2012 Budget Report
FCZ #3 Mill Valley
Fund 23720**

Budget Summary			
Account Description	FY 2010-11 Budget	FY 2010-11 Projected	FY 2011-12 Budget
Fund Beginning Balance	\$2,961,640	\$5,374,707	\$5,329,640
Expenses			
Salaries and Benefits	\$812,986	\$595,000	\$685,000
Service and Supplies	\$510,900	\$661,900	\$359,000
Capital Assets	\$5,000	\$5,000	\$5,000
Departmental Charges (Watershed only)	\$0	\$240,000	\$0
Total Expenditures	\$1,328,886	\$1,501,900	\$1,049,000
Revenue			
Taxes	\$1,370,400	\$1,417,759	\$1,330,150
Revenues From Use of Money and Property	\$30,000	\$29,000	\$29,000
Intergovernmental Revenues	\$5,000	\$9,174	\$9,000
Miscellaneous Revenues	\$3,000	\$900	\$900
Total Revenue	\$1,408,400	\$1,456,833	\$1,369,050
Fund Ending Balance	\$3,041,154	\$5,329,640	\$5,649,690

\$2.4M greater than budgeted. For FYE 2010:
 1) \$1.5M for Seminary Dr. not used.
 2) \$240K for Watershed Program not used.
 3) \$94K for Maint. & Repair - Equip. not used.
 4) \$85K for Maint. & Repair - L&B not used.
 5) \$107K for Professional Services not used.
 6) \$120K more revenue than budgeted

Lower staff cost due to fewer projects than budgeted.

Initially budgeted in FYE 2010 and then not used.

Major "Services & Supplies" Expenditures			
Professional Services			
Mill Valley Creek Maintenance MOU	\$35,000	\$0	\$0
Seminary Drive Pump Station, Design & CM	\$0	\$57,000	\$0
Coyote Ck Middle Reach Dredging - Studies	\$50,000	\$0	\$50,000
Ryan Creek H&H Study	\$0	\$28,000	\$0
Boyle Park Restoration	\$10,000	\$0	\$0
Miscellaneous Studies	\$80,000	\$40,000	\$50,000
Total	\$175,000	\$125,000	\$100,000

Moved to Maintenance & Repair Services - Land & Buildings

Balance carried over from FYE 2010. No new cost.

Construction			
Seminary Drive	\$0	\$250,000	\$0
Total	\$0	\$250,000	\$0

Latest estimate \$410K

Maintenance & Repair Services - Equipment			
Major Pump Maintenance	\$75,000	\$50,000	\$25,000
SCADA	\$45,000	\$0	\$0
Miscellaneous	\$26,500	\$26,500	\$22,500
Total	\$146,500	\$76,500	\$47,500

Maintenance & Repair Services - Land & Buildings			
MCC (Marin Conservation Corps)	\$77,000	\$77,000	\$77,000
Mill Valley Creek Maintenance MOU	\$0	\$52,500	\$35,000
Miscellaneous	\$43,500	\$30,000	\$48,600
Total	\$120,500	\$159,500	\$160,600

Moved from Professional Services.

Miscellaneous Services & Supplies	\$68,900	\$50,900	\$50,900
--	-----------------	-----------------	-----------------

FY 2011 - 2012 Budget Report
Expenses Detail
FCZ #3 Mill Valley
Fund 23720

Account Description	FY 2010-11 Budget	FY 2010-11 Projected	FY 2011-12 Budget
Professional Services	175,000	125,000	100,000
Administration & Finance Services	21,000	3,000	3,000
Communications Services	5,000	5,000	5,000
Utilities	15,000	15,000	15,000
Maintenance & Repair Services - Equipmen	146,500	76,500	47,500
Maintenance & Repair Services - Land & B	120,500	159,500	160,600
Rent & Operating Leases	1,400	1,400	1,400
Professional Development Expense	3,500	3,500	3,500
Travel	1,500	1,500	1,500
Miscellaneous Services (Trade)	1,000	1,000	1,000
Countywide Dues & Memberships	2,500	2,500	2,500
Office Supplies	2,000	2,000	2,000
Maintainence & Repair Supplies - Equipm	8,000	8,000	8,000
Maintainence & Repair Supplies - Land &	5,000	5,000	5,000
Construction	0	250,000	0
Oil & Gas	1,000	1,000	1,000
Miscellaneous Supplies	2,000	2,000	2,000
Service and Supplies	510,900	661,900	359,000
Vehicles (Budgeting Only)	5,000	5,000	5,000
Other Charges	5,000	5,000	5,000
Flood Control Division	713,844	785,000	645,000
Building Maintenance	24,142	30,000	20,000
Roads	75,000	20,000	20,000
Salaries and Benefits	812,986	835,000	685,000
Total Expenditures	1,328,886	1,501,900	1,049,000