

Marin County Department of Public Works

CSA 29 – PARADISE CAY
ADVISORY BOARD MEETING
MARCH 5, 2020

STAFF REPORT

Item 1. Approval of Meeting Minutes for March 14, 2019

Recommended Action: Approve minutes.

Item 2. Open Time for Items Not on the Agenda

Comments will be heard from the public for items not on the agenda.
(Limited to three minutes per speaker)

Item 3. CSA 29 Projects

Haley & Aldrich (H&A), the same engineering firm which prepared the design for the dredge in 2014, is working with staff to finalize the plans and specifications for dredging in June through November 2020. The bid package is tentatively scheduled to go to the Board of Supervisors on March 31. The project would be advertised to contractors for 30 days assuming the Regional Water Quality Control Board (RWQCB) water quality certification is issued by the end of April. H&A is making good progress in getting newly assigned RWQCB staff up to speed on the project, so this certification is expected soon.

The Engineer's Estimate for this project is \$405,000, however because the low bid for the full project in 2014 was \$648,169.50 (more than double the cost of the dredging episode prior to that), the construction budget for CSA 29 in FY 2019-20 is \$710,000. The advisory board may decide if bids this year are higher than that whether to convene an emergency advisory board meeting to make a decision on whether to increase the budget and award the contract, or to establish a ceiling – for example, establish that the BOS may increase the construction budget up to a total of \$800,000, or if that is not sufficient funding to delay dredging another year.

Traditionally construction management for CSA 29 has been handled by Marin County Public Works Water Resources Division engineering staff. Due to a several other Water Resources division projects scheduled to go out for construction this summer and not enough available staff, we propose amending the H&A contract to include construction management services. For reference here is a summary of staff costs before, during, and after the 2014 dredge cycle:

Fiscal Year:	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Staff Costs:	\$4,124	\$9,781	\$36,202	\$106,770	\$11,704	\$15,368	\$16,470

Recommended Actions:

- (1)** Recommend increasing the FY 2019/20 professional services contract budget by \$67,700 to amend Haley & Aldrich's professional services agreement to include bidding and construction management related services. This is a not to exceed cost to be billed on a time and materials basis and any funds not spent will go back to the CSA 29 fund.
- (2)** Recommend increasing the Water Resources and Engineering divisions staff budgets by \$10,000 each in FY 2020-21 to coordinate with H&A on construction management, e.g., reviewing, negotiating, and approving contract change orders, etc.

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Item 4. Marin Local Agency Formation Commission (LAFCo)

a) Municipal Service Review

LAFCo is in the process of finalizing an East Peninsula Municipal Service Review (MSR). They released a draft report on January 10th, collected public comments until February 25th, and are currently working on finalizing the document to bring to their Commission's April meeting. One of the determinations of the MSR that may be worth an ongoing discussion item on CSA 29 advisory board is: "CSA 29 may consider a collaborative bidding process with the other jurisdictions that do dredging specific services throughout Marin County in an effort to realize overall cost savings on dredging operations by contracting with a larger vendor that may otherwise have been unwilling to bid on single small-scale projects."

Recommended Action: Establish a subcommittee of up to three advisory board members to research and report back at advisory board meetings regarding other jurisdictions in or near Marin that conduct similar-scale mechanical dredging projects.

b) Boundary Adjustment

Staff has been working with LAFCO on the boundary adjustment that would detach six parcels from CSA 29 and annex one parcel into the CSA. To date the required mapping has been completed, written permission for the boundary adjustment has been obtained from all 7 properties involved, and an application form has been filled out but not yet submitted to LAFCo. LAFCo advised that the administrative costs are reduced if the proposed CSA 29 boundary adjustment is conducted in conjunction with the MSR approval in April.

Recommended Actions:

- (1) Recommend Board of Supervisors approve a resolution of application requesting LAFCo reorganize County Service Area #29.
- (2) Recommend increasing the Water Resources and Real Estate divisions staff budgets by an additional \$10,000 each in FY 2020-21 to coordinate with property owners to document permission to dredge on private properties if/where needed.

Item 5. CSA 29 FY 2020-21 and 2021-22 Baseline Budget

The CSA 29 baseline budget for FY 2020-2021 (begins July 1, 2020 and ends June 30, 2021) and FY 2021-2022 will be presented to the Board of Supervisors (BOS) at a hearing this spring. At today's meeting, a proposed baseline budget summary will be presented to the AB by staff to review and consider recommending to the Board of Supervisors. Baseline budgets are intended to be relatively consistent year to year and do not include major project expenses. Major projects will require separate actions from the AB and BOS to adjust the budget as needed. Because CSA 29 carries out a large periodic maintenance effort, an administrative designation is being proposed which sets aside \$200,000 per year to save up for the next dredging episode (estimated for 2025).

Recommended Action: Recommend Board of Supervisors approve baseline budget for fiscal years 2021 and 2022.

Item 6. Schedule Next Meeting

Recommended Action: Schedule next meeting for February 2022 to approve next baseline budget, unless items requiring discussion, budget changes, or other actions come up before then, and request a written report from staff on the status of dredging and boundary adjustment by December 2020.