

SHHA Creek/Flood Committee July 20, 2013 Meeting Summary/Next Steps

Meeting Attendees: Katie Rice, Cindy Geofft, Laurie Friedman, Patti Vance, David Clevenger, Walter Kolon, Don Wachelka, Dave Landa, Ben Kinney Jr, Eric Riemer, Mark Anderson, Jon d'Alessio, Nancy Vernon

Purpose of Meeting: to plan for two Creek Committee community events – the Creek Stewardship Workshop on **August 25** (2-4pm at clubhouse) and the Creek/Storm Drainage Clean-up Weekend on **September 7/8**

CREEK STEWARDSHIP WORKSHOP – SUNDAY, AUGUST 25

Goal: To provide self-help information and best practices for creek/storm drainage care to Sleepy Hollow residents; will be precursor to getting volunteers/participation for Annual Creek /Storm Drainage Clean-Up in September and want to encourage all community members to attend, even if not living on a creek

Description: Bene DaSilva from Marin County Flood Control will give presentation to attendees regarding creek/storm drainage care and best practices, then be available to answer questions; will also be giving out helpful resource materials (e.g. Creek Care guide); part of agenda will also include discussion of neighborhood efforts for Clean-Up Weekend and recruiting/identifying neighborhood captains (Laurie to provide map)

Communications to Announce Event: SHHA Bulletin, SHHA email, Sleepy Hollow Swim Team email (with community service message for kids 12+), local school communications to Drake, White Hill, San Domenico, Hidden Valley (with community service message for kids 12+), “save-the-date” fortune cookies at July 4 parade/SH Happy Hours, sandwich board signage on road in key locations

Committee/Volunteer Involvement: Set up/Clean up meeting space, capture sign-ins of attendees, take notes/capture questions for follow-up Q&A to be put on Creek Committee webpage, oversight of event PR, document workshop (e.g. take pictures/summary write-up), announce Fall Clean Up Weekend and ask for neighborhood captains

Volunteer Roles:

- Event-day – 4
 - Set up/Clean Up/Sign in/Volunteer Solicitation – Dave, Dan, Katie
 - Take notes/capture questions – Nancy
 - Neighborhood Captain Discussion/Recruitment – Laurie, Katie, Mark
 - Documentation- Laurie
- Event PR – Nancy, Cindy

Marin County Involvement: Bene to conduct workshop and bring projector/screen; County to provide resource materials

ANNUAL CREEK/STORM DRAINAGE CLEAN-UP – SEPTEMBER 7 & 8

Goal: For property owners to remove debris and flood hazards from the creek and storm/stream drainage areas in preparation for winter rains/storms; will be a community effort and work will be done on a variety of levels

Description: Multiple creek-cleaning efforts to happen throughout the weekend: 1) Mark Anderson (along with Eric Riemer, James Baigrie) to lead group of trained volunteers to clear creek debris/assist property owners with cleaning; 2) Individual home-owners to clean their own creek/drainage property; 3) Neighborhood groups to work together to clean their creeks/drainage 4) County will pick up debris on Monday 5) Conservation Corps to clean problem areas too difficult for volunteers/property owners (will be done on separate schedule)

- Focus of Saturday to get debris out of creek; focus of Sunday to pick up/collect/chip/manage debris and hit any problem areas left from Sat. efforts; pick to involve mixture of debris boxes, County pick up on Monday, potential chipping
- Clean-Up to run from 8am-1pm on Saturday; volunteers to meet at Clubhouse for refreshments/kick-off/safety talk led by Bene DaSilva
- Volunteers encouraged to come when they can – Katie at clubhouse to assign new volunteers when they arrive – will communicate with corp captains by walkie-talkies; first aide volunteer will also be available
- Marc/Eric/James to train/instruct volunteers on types of cleaning that will be done; heavy work left for Conservation Corps

- Marc/Eric/James to meet with Bene last week in August to discuss logistics and identify key problem areas that volunteers can/can't address (e.g. upstream/downstream from Katrina)
- Laurie/Mark/Bene to work together to identify neighborhood areas/captains (e.g. San Domenico); captains will receive materials to help support their recruitment efforts
- Walter/Triple C Ranch will provide walkie-talkies/chipper/truck and other equipment
- Marin Sanitary to be approached/alerted regarding additional debris/ County pick up on Monday and to explore collaboration with event; Small World Tree Co. to be approached regarding help with debris hauling/chipping, etc...

Communications to Announce Event: Banner at Sleepy Hollow entrance sign with “changeable dates” if possible (up for two weeks before event), SHHA Bulletin, SHHA email, Sleepy Hollow Swim Team email (with community service message for kids 12+), local school communications to Drake, White Hill, San Domenico, Hidden Valley (with community service message for kids 12+), “save-the-date” fortune cookies at July 4 parade/SH Happy Hours, sandwich board signage on road in key locations

Committee/Volunteer Involvement: Volunteer recruitment for Creek Corps through PR; define neighborhood groups/identify “captains” in key problem areas; coordinate debris pick up with County, debris bins; oversight of event PR; document workshop (e.g. take pictures, summary write-up)

Volunteer Roles:

- Neighborhood Captain Manager/Coordinator – Mark/Laurie/Bene
- Debris Pick Up Coordinator – Nancy, Walter
- Recruitment of Creek Corps/Event PR – Cindy/Nancy
- Event Documentation – Laurie
- Creek Corps Captains – Mark/Eric/James

Marin County Involvement: Bene to attend first few hours of Creek Cleaning Event on Saturday; will help organize and give introductory/safety talk; will meet with Creek Corps leaders in August to work out logistics/details; will compile list of supplies needed for creek corps (e.g. tarps, gloves); will work with committee to determine details of County pick up

Wrap Up/Next Steps:

Workshop:

- Nancy to contact workshop volunteers with time needed at event
- Nancy/Cindy to develop PR plan and implement
- Laurie/Mark/Bene to identify areas/neighborhoods most in need of cleaning in preparation for recruiting captains; Nancy to get Bene feedback to Laurie to add to map

Creek/Storm Drainage Clean-Up

- Mark/Eric/James to meet with Bene last week in August to pinpoint problem areas in creek/discuss logistics; Eric to find out Mark's availability and forward suggested dates to Nancy to set up
- Laurie/Mark to continue to work on identifying neighborhood groups/captains
- Nancy/Cindy to implement PR plan, including banner at Sleepy Hollow sign; plan will include community service message to students 12+; will develop materials to give to neighborhood captains to help with recruitment
- Walter/Nancy to work with Bene regarding pick up plan for debris
- Bene to develop list of materials/gear needed for committee and for individual volunteers; Nancy to forward to committee
- Nancy/Katie to contact Marin Sanitary to alert re: green waste disposal on 9/9
- Katie to contact San Domenico regarding creek cleaning on SD stretch/potentially getting Small World involved in event
- Katie to secure first aide volunteer
- Katie to contact John Hanley regarding participation of his youth group

Committee to status briefly after Workshop on **Sunday, August 25**.

Next meeting will be **Saturday, September 21**, 10:30am at 961 Butterfield Rd; purpose will be to review events and discuss changes for following year; also to discuss/plan ongoing communications to community re: creek/storm drainage cleaning