

**ROSS VALLEY SANITARY DISTRICT  
REGULAR BOARD MEETING MINUTES**

Wednesday, January 16, 2019  
5:00 PM

Ross Valley Sanitary District  
2960 Kerner Blvd., San Rafael, CA

Directors Present: Michael Boorstein  
Thomas Gaffney  
Doug Kelly (Arrived 5:04 p.m.)  
Pam Meigs  
Mary Sylla

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager  
Julia McEntee, Clerk of the Board  
Felicia Newhouse, Business and Administrative Services Manager  
Andrea Clark, District Counsel (via teleconference)  
Stephen Miksis, Operations and Maintenance Manager  
Katherine Hayden, Infrastructure Asset Manager  
John Vogel, Condition Assessment Supervisor  
Haden Ongaro, Newmark Knight Frank  
Joe McCallum, Newmark Knight Frank  
Shellie Anderson, Bryce Consulting (via teleconference )  
Patrick Clark, Patrick Clark Consulting

Public Present: No names were added to sign in sheet

*Note: These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which will be available on the District's website at [www.rvsd.org](http://www.rvsd.org).*

**Item # 1 – Call Meeting to Order and Roll Call**

The meeting was called to order by President Gaffney at 5:01 p.m. The Clerk of the Board called roll. Director Kelly was absent for roll call, but he arrived at 5:04 p.m. The Board recited the Pledge of Allegiance.

**Item # 2—Adjourn to Closed Session**

The Board adjourned to Closed Session at 5:03 p.m.

**Item # 3 Closed Session**

- a) Conference with Real Property Negotiators (Govt. Code 54956.8)  
Property: 1111 Andersen Drive, San Rafael, CA, 94901  
Agency negotiator: Haden Ongaro, Steve Moore  
Under negotiation: Price and terms of payment

- b) Conference with Labor Negotiator (Government Code Section § 54957.6) Agency Designated Representative: Patrick Clark. Employee Organization: AFSCME

**Item # 4 Reconvene to Open Session**

The Board reconvened to Open Session at 6:30 p.m.

**Item # 5—Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1**

There was nothing to report from Closed Session.

*The Board called a recess to convene the Ross Valley Public Financing Authority at 6:30 p.m.  
The Board reconvened to the regular meeting at 6:36 p.m.*

**Item # 6—Approval of Agenda**

<b>Motion:</b> M/s Boorstein/Kelly to Approve the Agenda
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None
The motion passed.

The motion as stated above carried unanimously.

**Item # 7 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas**

There were no comments made in public time.

**Item # 8—Standing Committees Report Out**

HR Committee – Director Sylla reported that the committee met on the 14<sup>th</sup> and discussed Item # 11 for most of the meeting. They gathered clarification from staff, and Director Boorstein said that he agreed with staff’s findings.

Finance Committee – Director Kelly reported that the Finance Committee discussed the interim financial statements but had no questions about check register items. They discussed the Consent Calendar including the appropriations limit, the new condition assessment vehicle, and the proposed contract change orders.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that the CMSA Commission discussed a proposed debt issuance and ultimately decided to delay in order to plan a ten-year capital improvement program. He reported that the Commission proposed revisions to the JPA regarding the withdrawal of the City of Larkspur. Director Kelly said that Larkspur needs to ask all the agencies via letter for permission to withdraw. Director Kelly also said that the Commission appointed the Corte Madera representative as Treasurer.

North Bay Watershed Association (NBWA) – Director Boorstein reported that the Association was finalizing a strategic plan. They discussed flood control in the North Bay. He also said that Solano County joined the NBWA. GM Moore was asked to speak at the NBWA meeting, and he discussed the perspective of wastewater as a supply for water budgeting purposes.

Ad Hoc Education and Outreach Committee – Director Kelly reported that the Committee met with Gold Street Designs to commission three thirty-second marketing spots to advertise: the lateral replacement grant program, the safe disposal of pharmaceuticals, and dangers of flushing “flushable” wipes. The Committee also met with Comcast to discuss a contract to host these spots on cable television. Directors Meigs and Kelly expressed their appreciation for Stephen Miksis and his work on this project. GM Moore told the Board that the District was asked to be on the hosting committee for the grand opening of the Alpine Dam later in 2019.

Ad Hoc Committee for Facility Search Activities – Director Boorstein reported that the Committee got a tour of the 1111 Anderson Drive location on January 4. They decided the full Board should see the property and discuss the opportunity further.

**Item # 9 – Verbal Report by Board Members and Staff, and Requests for Future Items**

Director Sylla reported that she had conversations with constituents about District vehicle speeds, and she received timely and accurate data from staff using the new GPS fleet software.

GM Moore reported to the Board about the Sewer Service Overflow (SSO) that occurred, giving the Board context of the recent event. GM Moore also described the subsequent news coverage and his interviews with local television and newspaper outlets. He thanked staff for their exemplary response and the long hours spent onsite. He told the Board that staff will publish a 15-day report and a 45-day technical analysis that will have more specific information. Director Boorstein asked if CMSA experienced similar flow rates. Staff responded that CMSA experienced maximum flows during the storm, and the District did not contribute more significantly than other participating agencies.

President Gaffney referenced a public comment about why construction was taking place during the typical winter. He pointed out that there are many dry periods within the wet season that are suitable for construction activities. Director Kelly added that the District has millions of dollars in projects required by the state, and there is not enough time to only do them in the dry season. He also said that he appreciated GM Moore’s response to the press.

GM Moore reported an update on the Larkspur Landing Remediation project. Consultant Kennedy Jenks is preparing bid documents for when the Environmental Protection Agency (EPA) reopens from the government shutdown and approves the remediation permit. GM Moore said he believes a bid award will be brought to the Board later this year for approval.

**Item # 10 –Consent Calendar**

<b>Motion:</b> M/s Boorstein/Kelly to Accept Items in the Consent Calendar
<b>Vote:</b> Ayes: Gaffney, Meigs, Boorstein, Kelly, Sylla Noes: None. Absent: None
The motion passed.

Director Kelly asked to briefly discuss Item 10.d. on the Consent Calendar. He told the Board about the Finance Committee discussion. This new vehicle and technology will make more inspections possible. Condition Assessment Supervisor John Vogel said that the cameras included in this truck will greatly increase the quality and accuracy of manhole inspections. GM Moore told the Board that the truck is a budgeted item and it replaces ten-year-old technology. President Gaffney said that the Board is committed to technology for District business.

The motion to accept the Consent Calendar carried unanimously.

**Item # 11 – Consideration of Approving Manager Contracts Effective January 16, 2019**

<b>Motion:</b> M/s Sylla/Boorstein to Approve Manager Contracts Effective January 16, 2019
<b>Vote:</b> Ayes: Gaffney, Meigs, Boorstein, Kelly, Sylla Noes: None. Absent: None
The motion passed.

GM Moore introduced this item telling the Board that the current manager contracts expired in June 2018. This was one of the first items to address as the new General Manager, but ultimately decided to wait for the classification and compensation study by Bryce Consulting in December 2018. Staff compared compensation information against all the comparator agencies except for East Bay MUD and Central Contra Costa Sanitation. Bryce Consulting recommended a range of salaries to reflect the market median and allow job growth.

GM Moore told the Board that this item recommends reclassification for two manager positions. The position of Business and Administrative Services Manager would change to Finance and Administrative Services Manager to reflect the position’s managerial scope. The position of Infrastructure Asset Manager would change to Technical Services Manager. GM Moore told the Board that these reclassifications come to the Board with staff input and support.

GM Moore introduced the position of Assistant General Manager for the Board’s consideration as part of this item. It would be an overlay to one of the three managers that directly report to the General Manager. He nominated Felicia Newhouse for the position based on her skills and performance. Director Kelly said that the Assistant General Manager is an important role and supported the creation of the position.

The motion as stated above carried unanimously.

*The Board called a recess at 6:47 p.m. due to technical difficulties.*

*The Board reconvened to the regular meeting at 6:53 p.m.*

**Item # 12 – Consideration of Approving the Amended Central Marin Sanitation Agency (CMSA) Joint Exercise of Powers Agreement (JPA), Recognizing the Withdrawal of the City of Larkspur**

<b>Motion:</b> M/s Kelly/Meigs to Approve the Amended Central Marin Sanitation Agency (CMSA) Joint Exercise of Powers Agreement (JPA), Recognizing the Withdrawal of the City of Larkspur
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None
The motion passed.

President Gaffney told the Board that in order to formally adopt, each member agency will receive a letter from the City of Larkspur confirming their withdrawal. Director Kelly said that the changes to the JPA are minor, as noted by the red line edits. GM Moore told the Board that the Commission will be shifting to a five-person board from the previous iteration of a six-person board.


The motion as stated above carried unanimously.

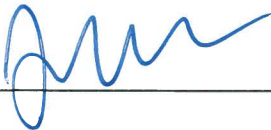
**Item # 13 – Informational Items**

Director Kelly noted on Item 16.a. that the District needs to continue smoke testing and other progressive measures to reduce infiltration and inflow. GM Moore agreed that it is in everyone’s interest to educate ratepayers about the capabilities of sewer infrastructure.

Director Meigs thanked the Clerk of the Board for prompt packet delivery and said she would be in favor of delivering all Board packets via FedEx.

**Adjourn:** The Board adjourned at 8:05 p.m.

  
\_\_\_\_\_  
Mary Sylla  
Secretary of the Board

Submitted by:   
\_\_\_\_\_  
Clerk of the Board