

## ITEM 6.a.

### ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, July 17, 2019  
5:00 PM

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

Directors Present: Michael Boorstein  
Thomas Gaffney  
Doug Kelly  
Pamela Meigs (via teleconference)  
Mary Sylla

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager  
Felicia Newhouse, Assistant General Manager  
Julia McEntee, Clerk of the Board  
Andrea Clark, District Counsel  
Stephen Miksis, Operations and Maintenance Manager  
Melvin Garcia, Accounting and Financial Analyst  
John Vogel, Condition Assessment Supervisor  
Patrick Clark, Patrick Clark Consulting  
Lawrence McGuire, NV5  
Jim McPherson, CTS International  
Helen Streck, Kaizen Infosource  
Sanger Cushing, Kaizen Infosource

Public Present: None

*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.rvsvd.org](http://www.rvsvd.org).*

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

The meeting was called to order by President Gaffney at 5:00 p.m. The Clerk of the Board called roll. The Board recited the Pledge of Allegiance.

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

The Board adjourned to Closed Session at 5:01 p.m.

#### **Item # 3 Closed Session**

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code section 54956.8)  
Property: 1111 Andersen Drive, San Rafael, CA 94901  
Agency negotiator: Steve Moore, Haden Ongaro

Negotiating Parties: Ross Valley Sanitary District, Comcast Corporation  
Under negotiation: Lease – 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 6:00 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.

**Item # 6—Approval of Agenda**

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

President Gaffney thanked the consultants for their time and making themselves available to discuss of items on this agenda.

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**

Finance Committee – President Gaffney said that the meeting addressed most of the agenda items. He congratulated AGM Newhouse and Melvin Garcia on the award for financial reporting; the District earned this commendation for the last eight years.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported that the Commission discussed the ability to be President and the discussion will continue next year. Director Boorstein reported that CMSA reached an agreement with Marin Airporter for parking in the corporation yard.

North Bay Watershed Association (NBWA) – Director Meigs did not attend the July NBWA meeting, but Director Boorstein reported that a guest speaker from Horizon Water presented about their collaborative One Water solutions.

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

Director Meigs asked for staff to review current policies regarding credit card use and District response to legislation. If there are no current policies on these items, she asked that they be discussed at a future meeting.

Director Kelly thanked staff and project managers for increasing signage at capital project sites in the District. President Gaffney added that he received several questions regarding the Butterfield project and directed them to the website.

GM Moore reported on his experience at the CSDA Leadership Academy conference in Napa. He attended sessions on governance and strategic planning, and he said they were valuable. He told the Board that CSDA asked for a letter regarding upcoming state legislation, and he responded with input from the Board President. GM Moore told the Board that ground officially broke on the Larkspur Landing Remediation Project this week after receiving the grading permit from the City of Larkspur. He added that Todd Miller from Kennedy Jenks is currently at the Larkspur City Council meeting with a proposal to extend remediation work to Saturdays.

**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, Sylla, Kelly Noes: None. Absent: None.
The motion passed.

Director Kelly discussed Item # 10.g. and told the Board that this agreement with Mark Hildebrand is to confirm that the rate changes are applied uniformly and intentionally. President Gaffney agreed and said that this contract extends from work that Mr. Hildebrand did for the rate study earlier this year.

The motion as stated above carried unanimously.

**Item # 11 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 2 with Kaizen Infosource, in an Amount Not to Exceed \$48,510 for Information Management Consulting Services for Fiscal Year 2019/20**

<b>Motion:</b> M/s Kelly/Boorstein to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 2 with Kaizen Infosource, in an Amount Not to Exceed \$48,510 for Information Management Consulting Services for Fiscal Year 2019/20
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Sylla, Meigs Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore told the Board that the Clerk of the Board, Julia McEntee, would introduce and be available for questions on this item. She said that this is the second year that Kaizen Infosource has partnered with the District to update the records management program. The long-term goal is to create a program of records and information management approved by the Secretary of State, called a “trusted system”. She introduced Helen Streck of Kaizen Infosource if the Board had questions. Ms. Streck reported that having a trusted system allows the District to keep scan and digital copies as official records.

The Board asked about estimated total cost of the project. While Ms. Streck could only give broad estimations, she said that the cost directly depends on the needs of the District. Staff

said that major expenditures would be brought before the Board for approval

The motion as stated above carried unanimously.

**Item # 12 – Consideration of Adopting Resolution No. 19-1561 Approving an Updated Records and Information Management Policy and Records Retention Schedule**

**Motion:** M/s Kelly/Boorstein to Adopt Resolution No. 19-1561 Approving an Updated Records and Information Management Policy and Records Retention Schedule

**Vote:** Ayes: Gaffney, Boorstein, Kelly, Sylla, Meigs Noes: None. Absent: None. Abstain: None.

The motion passed.

The Clerk of the Board introduced this item and told the Board that this an update to the policy and retention schedule that the Board passed in 2010. She also said that the consultant, Helen Streck, works with agencies of a similar size and can answer questions.

The Board discussed the benefits and liabilities of having a retention schedule that allows the District to destroy records, including topics like public records requests and managing risk, Director Kelly asked District Counsel for her thoughts on records retention. Ms. Clark responded that she believes it is a good idea to have a policy that the District follows, and there should be a way to protect historic documents.

Director Meigs asked to see the original policy and retention schedule after discussing the qualitative nature of the changes with staff. She also confirmed with the consultant that there is language in the policy relevant to electronic communications like texts.

The motion as stated above carried unanimously.

**Item # 13 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Orders No. 5 and 6 to the Master Services Agreement with CTS International Corp. for an Amount Not to Exceed \$125,000**

**Motion:** M/s Boorstein/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Orders No. 5 and 6 to the Master Services Agreement with CTS International Corp. for an Amount Not to Exceed \$125,000

**Vote:** Ayes: Gaffney, Boorstein, Sylla, Meigs, Kelly Noes: None. Absent: None. Abstain: None.

The motion passed.

GM Moore introduced this item to the Board and said this is the third of a three-year program to implement Competency Based Training (CBT) at the District. He said this is paramount for knowledge-sharing with a retiring workforce, and it creates opportunities for growth for current and future employees. He introduced Jim McPherson from CTS International to the Board for any questions. Mr. McPherson staid this technology makes the District a leader in the state. The goal is for the District to take full control of the program and software after this year. The Board and Mr. McPherson discussed the assessment and implementation timeline. GM Moore told the Board that the District must integrate CBT into the regular workflow to ensure the longevity of the program.

The motion as stated above carried unanimously.

**Item #14— Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 4 to the Master Services Agreement with NV5 for an Amount Not to Exceed \$200,000**

<b>Motion:</b> M/s Kelly/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 4 to the Master Services Agreement with NV5 for an Amount Not to Exceed \$200,000
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item and told the Board that NV5 is a communications firm and manages the varied and complex messaging with ratepayers. He listed projects that NV5 completed in the last year including the Proposition 218 notices, the use of NextDoor as a communications tool, and regular updates to website content regarding capital projects.

Director Kelly asked why the budget for NV5 is reduced from last fiscal year; GM Moore said that they anticipate a less busy year without the additional activity surrounding a rate study. GM Moore asked the consultant from NV5, Lawrence McGuire, if he had comment for the Board. Mr. McGuire detailed additional programs lead by NV5, including: the employee intranet, capital project information materials, rotating advertising in local periodicals, press releases, and presentation support at town/city council meetings.

President Gaffney said that sharing information with the public is sometimes difficult, and he appreciates having documents like the Annual Metrics Report available on the website. Director Meigs thanked Mr. McGuire and NV5 for the positive public relations changes and comprehensive work they do for the District.

The motion as stated above carried unanimously.

**Item #15— Conduct Public Hearing and Consider Adoption of Resolution No. 19-1562 Approving the Report of Sewer Service Charges for Fiscal Year 2019/20 and Directing the Filing of Charges for Collection by the County Tax Collector**

<b>Motion:</b> M/s Sylla/Boorstein to Conduct Public Hearing and Adopt of Resolution No. 19-1562 Approving the Report of Sewer Service Charges for Fiscal Year 2019/20 and Directing the Filing of Charges for Collection by the County Tax Collector
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

President Gaffney opened the public hearing for public comment. There was no public comment on this item. President Gaffney closed the public hearing. He told the Board that he went through the entire report. Director Meigs confirmed that this item appears before the Board annually.

The motion as stated above carried unanimously.

**Item #16— Consideration of Approving the Cancellation of the Ross Valley Sanitary District Regular Board Meeting Scheduled for August 21, 2019**

<b>Motion:</b> M/s Kelly/Boorstein to Approve the Cancellation of the Ross Valley Sanitary District Regular Board Meeting Scheduled for August 21, 2019
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

The motion as stated above carried unanimously.

**Item #17— Consideration of Appointing Board Officers, Representatives, and Committee Members for Fiscal Year 2019/20**

The Board considered the appointment of its officers and representatives for Fiscal Year 2019/2020 and made the following motions:

M/s Gaffney/Sylla to appoint Director Boorstein to serve as President. Director Meigs said that she believes that it is best that the chair rotates annually, and it supports the unity of the Board. Motion passed unanimously.

M/s Boorstein/Sylla to appoint Director Gaffney to serve as Secretary. Motion passed unanimously.

M/s Kelly/Boorstein to appoint Director Meigs to serve as Treasurer. Motion passed unanimously.

M/s Kelly/Gaffney to appoint Director Sylla to serve as Alternate Secretary and to appoint Director Kelly to serve as Alternate Secretary. Motion passed unanimously.

M/s Gaffney/Sylla to appoint Directors Boorstein and Kelly to serve as CMSA Commissioners. Director Kelly said that the two-year term limits were removed last year. Motion passed unanimously

M/s Kelly/Sylla to appoint Board members who are not appointed Commissioners to CMSA to serve as Alternates to CMSA.

In one motion, M/s/ Gaffney/Kelly to appoint Director Boorstein to serve as the Representative to the CSRMA Board, to appoint Director Gaffney as the Alternative Representative to the CSRMA Board, and to appoint Director Meigs to serve as the Representative the NBWA Board. Motion passed unanimously.

In one motion M/s Gaffney/Boorstein to appoint Director Boorstein and President Gaffney to serve on the Standing Finance Committee, to appoint Director Sylla and Director Kelly to the Standing HR Committee, to appoint Directors Kelly and Meigs on the Ad Hoc Education and Outreach Committee, to appoint Directors Gaffney and Boorstein to the renamed Ad Hoc Facilities Activities Committee, and to appoint Directors Kelly and Meigs to the Ad Hoc Committee for the Annual Business Plan. Motion passed unanimously.

**Item #18— Informational Items**

The Board noted specific items on the monthly metrics report.

**Adjourn:** The Board adjourned at 8:01 p.m.



\_\_\_\_\_  
Thomas Gaffney  
Secretary of the Board

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

