



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

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Directors: Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla

REGULAR FINANCE COMMITTEE MEETING AGENDA

Tuesday, January 17, 2023 – 11:00 a.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

Consistent with AB 361 and Resolution No. 21-1611, this meeting will be conducted by teleconference; members of the Board of Directors and members of the public may participate in this meeting through the following call-in information:

Meeting URL:

<https://us06web.zoom.us/j/87503322148?pwd=UTNYaHlXNmQwZ0o1NkpiQ3JxK1ByUT09>

Call In Phone number: +1 (669) 900-6833

Meeting ID: 875-0332-2148

Any member of the public on the telephone may speak during Public Comment or may email public comments to jcooper@rvsd.org and comments will be read from each member of the public. During this period of modified Brown Act Requirements, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.

The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.

The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.

Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the standing committee may attend only as observers and may not comment or otherwise participate.

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of December 20, 2022, Finance Committee Meeting Notes
4. Review of January 18, 2023, Agenda Item 7.b.: [Accept the December 2022 Monthly Financials and Mid-Year Financials for the First Half of Fiscal Year \(FY\) 2022-23](#)

5. Review of January 18, 2023, Agenda Item 8: [Consideration of Repealing and Replacing Ordinance 70 with a New Ordinance 74 Amending the Framework and Guidelines of the Lateral Replacement Loan Program](#)
6. Review of January 18, 2023, Agenda Item 9.b.: [NBS Fiscal Year 2022/23 Annual Reports](#)

Adjourn

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

**ROSS VALLEY SANITARY DISTRICT
FINANCE COMMITTEE REGULAR MEETING NOTES**

Tuesday, December 20, 2022
11:00 a.m.

via Zoom

Committee

Members Present: Thomas Gaffney
Mary Sylla

Committee

Members Absent: None

Board Directors

Present: Michael Boorstein
Pamela Meigs

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Paul Bruemmer, Operations and Maintenance Manager
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Phil Benedetti, Senior Engineer
Paul Pham, Chavan & Associates

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by President Gaffney at 11:00 a.m.

Item # 2 – Approval of Agenda

The Committee discussed moving Items 9 and 12 up in the agenda when the consultant from Chavan and Associates joins the meeting.

Item # 3 – Approval of November 15, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for November 15, 2022.

Item # 5 – Review of December 21, 2022, Agenda Item 7.d.: Authorize the General Manager to Execute Payment in the Amount of \$78,780 to Hadronex, Inc. (dba SmartCover Systems) for the Annual Renewal of Services and Warranties

The Committee discussed this and Item 6 in tandem since they are both annual renewal items. GM Moore noted that the District added twenty-five additional smart covers, bringing the total

to sixty. Operations and Maintenance Manager Paul Bruemmer detailed how smart covers helped avoid a sewer overflow in the most recent storm.

GM Moore added that the Innovyze CMMS system is specifically suited to the District's asset management style. It is highly flexible and helps document work completed by operations staff. Operations and Maintenance Manager Bruemmer further explained ways that the Innovyze system increases efficiency. The Committee expressed support for both items and the technological advances they provide.

Item # 9 – Review of December 21, 2022, Agenda Item 8: Consideration of Accepting the Fiscal Year 2022 Financial Audit and Annual Comprehensive Financial Report (ACFR)

AGM Newhouse introduced this item and stated the District received a positive, unmodified opinion. She said Finance Supervisor Corey Spray worked closely with the auditor on incorporating Board comment in the narrative sections. Paul Pham of Chavan & Associates reviewed audit highlights, like capital project costs, accounting calculations for lease income, and unfunded liability changes. Mr. Pham commended Finance Supervisor Spray for his hard work. President Gaffney noted the many sources of positive data in this document that he is interested in reviewing with the full Board. The Committee reviewed key components of the statistical analysis section.

Item # 12 – Review of the Ross Valley Public Financing Authority December 21, 2022, Agenda Item 6: Consideration of Accepting the Fiscal Year 2022 Financial Audit of the Ross Valley Public Financing Authority (RVPFA)

Mr. Pham reviewed the changes in the narrative section for the RVPFA audit based on Committee feedback. However, the overall data remains stable year over year. This is a clean audit as well, and President Gaffney said the District will look out for bond refunding opportunities.

Item # 4 – Review of December 21, 2022, Agenda Item 7.b.: Accept the Monthly Financial Statements of November 2022

AGM Newhouse made a point of information regarding the Comcast lease revenue amount based on square footage. The Committee discussed the operating reserve compared to the reserve target to fund the period before receiving property tax revenue.

Item # 6 – Review of December 21, 2022, Agenda Item 7.e.: Approve Annual License Renewal with Innovyze for Computerized Maintenance and Management System (CMMS) Software in the Amount of \$76,596.54

Please see the discussion for Item 5; the two items were reviewed in tandem.

Item # 7 – Review of December 21, 2022, Agenda Item 7.g.: Accept the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Fiscal Year 2020-2021 Annual Comprehensive Financial Report (ACFR)

The Committee noted that the District received this award for several years in a row. AGM Newhouse said that the GFOA also provides notes on the ACFR.

Item # 8 – Review of December 21, 2022, Agenda Item 7.h.: Authorize the General Manager to Execute an Agreement with Pedersen Associates Landscape Architecture in an Amount Not to Exceed \$40,000 for Landscape and Site Design Services at 1111 Andersen Drive, the RVSD Headquarters Consolidation Project (#901)

AGM Newhouse reviewed the presentation from Pedersen Associates at the November Board meeting for the site work improvements, and this agreement responds to Board direction for specific tasks to move this portion of the project forward.

Note: The Committee took a brief break between 12:04 and 12:09 p.m.

Item # 10 – Review of December 21, 2022, Agenda Item 9: Consideration of Accepting the Fiscal Year 2022 Popular Annual Financial Report (PAFR) and Direct Staff to Submit to the Government Finance Officers Association (GFOA) for Consideration of the PAFR Award

AGM Newhouse introduced this item that Finance Supervisor Spray brought to her attention. He worked with Management Analyst Courtney Buel to create the first District PAFR. Finance Supervisor Spray cited the additional GFOA award that the District would be eligible to receive. The PAFR is designed for an audience without a finance background, and the references are intended to be easily understood. Director Sylla offered formatting suggestions to improve the visual layout. President Gaffney also provided comments and said he appreciated the numerous pictures of staff.

Item # 11 – Review of December 21, 2022, Agenda Item 11: Consideration of Approval of Contract Change Order No. 1 in the Amount Not to Exceed \$657,730 for Additional Work on the FY 22/23 Gravity Sewer Improvements Project (#953) with Glosage Engineering, Inc.

GM Moore introduced this item and thanked Senior Engineer Phil Benedetti with taking the initiative to add work for this capital project rather than waiting until next year. Based on the current IAMP and other data, this work could potentially make a significant dent in the Infiltration & Inflow in that area. Senior Engineer Benedetti reviewed the field conditions that add to the urgency of this work; the pipes are currently unsafe to assess due to the old clay material.

Adjourn: The Committee adjourned the meeting at 12:42 p.m.