



# 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 18, 2022 – 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://global.gotomeeting.com/join/719763349>

Call In Phone number: +1 (571) 317-3129

Meeting ID: 719-763-349

Any member of the public on the telephone may speak during Public Comment or may email public comments to [jcooper@rvsd.org](mailto: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 14, 2021, Finance Committee Meeting Notes
4. Review of January 19, 2022, Agenda Item 7.b.: [Accept the Interim Financial Statements of October 2021](#)

5. Review of January 19, 2022, Agenda Item 7.c.: [Accept the Interim Financial Statements of November 2021](#)
6. Review of January 19, 2022, Agenda Item 9: [Consideration of Approving the Updated District Financial Policies](#)
7. Review of January 19, 2022, Agenda Item 10: [Consideration of Adopting Resolution No. 22-1616 Approving, Authorizing, and Directing Execution of Certain Financing Documents for Improvements Funded by the Clean Water State Revolving Fund Program](#)
8. Review of January 19, 2022, Agenda Item 11.b.: [NBS Fiscal Year 2021/22 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 14, 2021  
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney  
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Pamela Meigs  
Michael Boorstein

Staff and Steve Moore, General Manager  
Consultants Present: Felicia Newhouse, Assistant General Manager  
Julia Cooper, Clerk of the Board  
Courtney Buel, Management Analyst I

Public Present: None.

**Item # 1 – Call Meeting to Order**

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

**Item # 2 - Approval of Agenda**

The Committee approved the meeting agenda for December 14, 2021.

**Item # 3 – Approval of November 16, 2021, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for November 16, 2021.

**Item # 4 - Review of December 15, 2021, Agenda Item 7.b.: Accept the October 2021 Monthly Check Register and Change in Cash Report**

AGM Newhouse told the Committee that the full monthly financial report would return in the packet in January. They discussed specific line items like forklift rentals, job postings, and public relations, and website upgrades.

**Item # 5 - Review of December 15, 2021, Agenda Item 7.f.: Authorize the General Manager to Execute Payment in the Amount of \$73,580 to Hadronex, Inc. (dba SmartCover Systems) for the Annual Renewal of Services and Warranties**

The Committee discussed the annual costs and warranties for the District's smart covers and related software. They also agreed that the units are important for data tracking. GM Moore shared his screen to show the distribution of the current units.

**Item # 6 - Review of December 15, 2021, Agenda Item 7.g.: Approve Annual License Renewal with Innovyze for Computerized Maintenance and Management System (CMMS) Software in the Amount of \$70,474.50**

The Committee reviewed this item and the benefits of regularly renewing the licensing. Staff reviewed the many uses for CMMS software in the Operations department. Management Analyst Courtney Buel added that administrative and engineering staff use this software in their daily work.

**Item # 7 - Review of December 15, 2021, Agenda Item 7.h.: Authorize the General Manager to Execute an Agreement for a Three-Year Lease Renewal with Dell Financial Services for Two Replacement Server Units in the Total Amount of \$49,026.72**

AGM Newhouse noted that the recommended leasing structure allows for the recurring updates of software and equipment, which is preferable for technological materials that quickly reach obsolescence. The Committee reviewed the item and proposed agreement.

**Item # 8 - Discussion and Direction on the Updated Ross Valley Sanitary District Financial Policies**

AGM Newhouse reviewed this draft document and the updates from 2019. She suggested that the Finance Committee review it again in January with the new Finance Supervisor. The Committee offered specific edits to the document for updated verbiage, policy language, and suggestions for District investments. GM Moore noted the addition of construction allowances that the Board approved in Ordinance 110.

**Item # 9 – Finance Committee Presentation: 1111 Andersen Construction Costs**

GM Moore introduced this item and updated the Committee on the 1111 Andersen Drive construction progress. Then, he shared his screen to show the cost estimate created in May 2021 by Saarman Construction, Ltd., a firm recommended by the approved architect. He reviewed specific line items from this estimate and highlighted that it includes improvements that are not included in the project currently out to bid. Director Gaffney confirmed that the architect and construction manager met with staff while preparing the bid package.

**Adjourn:** The Committee adjourned the meeting at 12:13 p.m.