



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

Ph: 415.259.2949 Fax: 415.460.2149

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

REGULAR FINANCE COMMITTEE MEETING AGENDA Tuesday, February 11, 2020 – 11:00 a.m. ROSS VALLEY SANITARY DISTRICT – CONFERENCE ROOM 2960 Kerner Blvd., San Rafael, CA

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 January 14, 2020, Finance Committee Meeting Notes
4. Review of February 12, 2020, Agenda Item 10.b.: Accept the Mid-Year Financials for the First Half of Fiscal Year (FY) 2019/20
5. Review of February 12, 2020, Agenda Item 10.c.: Authorize Amendment No. 2 to the Consultant Services Agreement with TRC Companies, Inc. (formerly Vali Cooper & Associates) dated July 25, 2017 for the FY 2016/17 Gravity Sewer Rehabilitation and Improvement Projects for an Additional \$142,000
6. Review of February 12, 2020, Agenda Item 10.d.: Approve Contract Change Order Nos. 1 and 2 for the FY16/17 Gravity Sewer Improvements Project - Butterfield Meadowcroft-Arroyo, with KJ Woods Construction, Inc., in the Amount of \$147,920.40
7. Review of February 12, 2020, Agenda Item 10.e.: Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 5 with Nute Engineering for Design and Engineering Services During Construction (ESDC) for the Larkspur Pump Stations (PS 14/24/25) Rehabilitation Project, for an Amount Not to Exceed \$235,360

8. Review of February 12, 2020, Agenda Item 11: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Contracts for a 2020 Refunding of 2013 Revenue Bonds
9. Review of February 12, 2020, Agenda Item 12: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 2019/20 Force Main Appurtenance Project, with Trinet Construction, Inc., in an Amount Not to Exceed \$1,179,500
10. Review of February 12, 2020, Agenda Item 13: Discussion and Direction on Recent State Legislation and Recently Adopted District Ordinance No. 91 Regarding Accessory Dwelling Units (ADUs)
11. Review of February 12, 2020, Agenda Item 14: Discussion and Recommendation for Future Revisions to Adopted Fiscal Year 2019/20 Budget Position Allocations
12. Review of February 12, 2020, Agenda Item 15 : Consideration of Adopting Resolution No. 20-1576 Approving Salary and Benefit Schedules for Unrepresented Employees of the District

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 January 14, 2019
11:00 a.m.

2960 Kerner Blvd.
San Rafael, CA

Committee

Members Present: Thomas Gaffney
Michael Boorstein

Directors Absent: None

Staff and Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia McEntee, Clerk of the Board
Melvin Garcia, Finance Supervisor
Rosalyn Brandt, Rosalyn Brandt Design Associates
Albert DeLima, WA Architects
Pete Herschelman, ECS Imaging, Inc.
Brian Grove, ECS Imaging, Inc.
Gary Skrel, Psomas
Erik Zalkin, Brown and Caldwell

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:01 a.m.

Item # 2 - Approval of Agenda

The Committee agreed to skip Item 4 to accommodate the present consultants.

Item # 3 – Approval of December 16, 2019, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for December 16, 2019.

Item # 5 - Review of January 15, Agenda Item 11.c.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Rosalyn Brandt Design Associates, for Project Management Services for the RVSD Headquarters Consolidation Project

The Committee was introduced to Rosalyn Brandt, an interior designer and move manager. Staff told the Committee that the intent is to move into the 1111 Andersen building in November 2020. The Committee discussed her previous projects, scope of work, and potential additional components of the project.

Item # 6 – Review of January 15, Agenda Item 11.d.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order 2 in the Amount of \$86,300 (Eighty-six thousand and three hundred dollars) with Weir Andrewson Architects for Architectural and Structural Design Services for the RVSD Headquarters Consolidation Project

Director Gaffney asked AGM Newhouse and the project architect, Albert DeLima, about particulars of the design services contract. The Committee discussed some of the District's needs for the building. GM Moore told the Committee that the Ad Hoc Facilities Committee would report to the full Board during this process. The Committee also discussed when the construction portion would be ready for public bidding.

Item # 7 – Review of January 15, Agenda Item 11.e.: Approve Contract Change Order No. 10 for the PS15 Kentfield Pump Station Improvements Project, with Anderson Pacific Engineering Construction, Inc., in the Amount of \$85,000

GM Moore told the Committee that the pump station is essentially in full operation; it has passed the start up phase. The Committee discussed the bid allowance and time timeline for a Notice of Completion.

Item # 8 – Review of January 15, Agenda Item 12: Consideration of Authorizing Amendment No. 2 to the Consultant Services Agreement with Psomas, Inc. (formerly The Covello Group, Inc.) Dated October 11, 2016, for an Additional \$130,000 for Construction Management of the Large Diameter Gravity Sewer Rehabilitation Projects

GM Moore reviewed the original agreement from 2016 for a package of Large Diameter Projects. He commended Psomas for remaining aware of the budget throughout the many iterations of the project.

The Committee discussed the timeline of the project, the process of pipe abandonment, and asked clarifying questions to Gary Skrel from Psomas.

Item # 9 – Review of January 15, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with ECS Imaging, Inc., in the Total Amount of \$54,073, for Laserfiche Software Implementation and Training

The Committee discussed the three proposals that staff received, and the scope of the project under this contract.

Item # 10 – Review of January 15, Agenda Item 14: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Task Order No. 2 under the Master Services Agreement with Brown and Caldwell, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$500,000

GM Moore told the Committee that this project was recommended by Katherine Hayden before she left the District, but the proposed timeline fills a lull in capital construction. The Committee discussed the two letters of proposal, Brown and Caldwell's project record, and some of the proposed construction locations.

Item # 4 – Review of January 15, Agenda Item 11.b.: Accept the Interim Financial Statements of November 2019

The Committee discussed the budget for the grant program and specific items on the cash register.

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