



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, February 15, 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 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 January 18, 2022, Finance Committee Meeting Notes
4. Review of February 16, 2022, Agenda Item 7.b.: [Accept the Mid-Year Financials for the First Half of Fiscal Year \(FY\) 2021-22](#)

5. Review of February 16, 2022, Agenda Item 7.e.: [Approve Contract Change Order No. 4 for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines Incorporated, in the Amount of \\$87,670.75](#)
6. Review of February 16, 2022, Agenda Item 8: [Consideration of Accepting the Fiscal Year \(FY\) 2020-21 Financial Audit and Annual Comprehensive Financial Report \(ACFR\)](#)
7. Review of February 16, 2022, Agenda Item 9: [Consideration of Approving a One-Year Contract Term Extension Amendment to the Consultant Services Agreement with Chavan & Associates, LLP to perform Audit Services for Fiscal 2021-22, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement](#)
8. Review of the Ross Valley Public Financing Authority February 16, 2022, Agenda Item 6: [Consideration of Accepting the Fiscal Year 2020-21 Financial Audit of the Ross Valley Public Financing Authority \(RVPFA\)](#)

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 18, 2022
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Pamela Meigs

Staff and

Steve Moore, General Manager

Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:03 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for January 18, 2022.

Item # 3 – Approval of December 14, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for December 14, 2021.

Item # 4 - Review of January 19, 2022, Agenda Item 7.b.: Accept the Interim Financial Statements of October 2021

The Committee reviewed the portion of the October financial statements that were not included in the December 2021 agenda packet. President Kelly asked a clarifying question about permit inspection fees.

Item # 5 - Review of January 19, 2022, Agenda Item 7.c.: Accept the Interim Financial Statements of November 2021

The Committee discussed several specific financial items such as lateral grant participation, LAIF investments, and the unrestricted funds before receiving tax revenue in December. The Committee inquired about line items on the monthly check register, and staff offered context for the specific charges.

Item # 6 - Review of January 19, 2022, Agenda Item 9: Consideration of Approving the Updated District Financial Policies

AGM Newhouse introduced this item and reviewed specific sections that changed substantially since the last meeting. The Committee provided feedback regarding the new investment section and the language for length of debt obligations.

Item # 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

The Committee reviewed the construction costs and the approved loan amount. GM Moore detailed the timeline that the District must follow to complete the application for reimbursement of the fully approved amount.

Item # 8 - Review of January 19, 2022, Agenda Item 11.b.: NBS Fiscal Year 2021/22 Annual Reports

AGM Newhouse reviewed the details of each annual informational report provided by NBS. President Kelly asked for detail to be added in future reports. Director Gaffney asked about the interest rate set for lateral loans and stated that these are valuable reports for Board review.

Adjourn: The Committee adjourned the meeting at 12:02 p.m.