



# 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, March 17, 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 February 11, 2020, Finance Committee Meeting Notes
4. Review of March 18, 2020, Agenda Item 9: Conduct Public Hearing and Consider Adoption of Ordinance No. 92 An Ordinance Repealing Ordinance 91 Adopted October 16, 2019, and Enacting This Ordinance Relating to Sewer Capacity Charges and Sewer Permit Fees
5. Review of March 18, 2020, Agenda Item 12.b.: Accept the Interim Financial Statements of January 2020
6. Review of March 18, 2020, Agenda Item 12.c.: Approve Contract Change Order No. 12 in the Amount of a Credit of \$84,878.28; Adopt Resolution No. 20-1577 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the for the FY16/17 Gravity Sewer Improvements Project Butterfield Meadowcroft-Arroyo (Project #9 45), with KJ Woods Construction, Incorporated
7. Review of March 18, 2020, Agenda Item 12.d.: Approve Payment to the Town of Ross for Ross Common Restoration Work in the Amount of \$59,306.90 (Project # 942)

8. Review of March 18, 2020, Agenda Item 12.e.: Approve Contract Change Order No. 12 in the Amount of a Credit of \$35,144.62; Adopt Resolution No. 20-1578 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the for the Large Diameter Gravity Sewer Project II-3A - Upper Shady Lane/Ross Common (Project # 942) with Ranger Pipelines Incorporated
9. Review of March 18, 2020, Agenda Item 12.f.: Approve Contract Change Order No. 12 in the Amount of a Credit of \$9,257; Adopt Resolution No. 20-1579 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the PS15 Kentfield Pump Station Improvements Project (Project # 902), with Anderson Pacific Engineering Construction, Inc.
10. Review of March 18, 2020, Agenda Item 12.g.: Adopt Resolution No. 20-1580 Authorizing the Investment of Monies in the Local Agency Investment Fund (LAIF)
11. Review of March 18, 2020, Agenda Item 12.h.: Authorize Amendment No. 4 to the Consultant Services Agreement with Harris & Associates, Inc. dated August 27, 2015 for the FY 2015/16 and FY 2016/17 Gravity Sewer Rehabilitation Projects, for an Additional \$168,729
12. Review of March 18, 2020, Agenda Item 13: Consideration of Accepting the District's Defined Benefit Pension Plan Valuation Report Completed in Accordance with GASB 68 and the District's OPEB Valuation Report Completed in Accordance with GASB 75
13. Review of March 18, 2020, Agenda Item 14: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 4 with Psomas, Inc., in the Total Amount of \$170,900, for Construction Management Services for the FY 2019/20 Force Main Appurtenance Project (Project # 960)
14. Review of March 18, 2020, Agenda Item 15: Consideration of Approving Personnel Policy for Employee Award Recognition
15. Review of March 18, 2020, Agenda Item 16.a.: Ross Valley Sanitary District Scholarship Pilot Program Brochure

### ***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 February 11, 2020  
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

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 agreed to move Item # 8 to the next item in order to accommodate the present consultants.

**Item # 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**

AGM Newhouse introduced the item to the Committee and reviewed the steps that staff has already taken to discuss this possibility. The Committee discussed the potential savings, the timing of the refund, and current interest rate landscape.

Director Gaffney asked if the bond team had any thoughts on the matter. The bond team reviewed the potential risks with both options and the possible savings and risks.

**Item # 3 – Approval of January 14, 2020, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for January 14, 2020.

**Item # 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**

The Committee discussed particular items on the check register and new policy for commercial accounts with no winter water usage. Director Gaffney asked a specific question about the capital reserve fund.

**Item # 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**

GM Moore and the Committee discussed the cost as a percentage of the total project and the general range for construction management. They discussed particular items for the additional work and side projects. They also discussed a specific situation where TRC was active in customer service with a ratepayer.

**Item # 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**

The Committee discussed the rationale for the change orders. GM Moore told the Committee about the changes in construction work schedules and other geological factors.

**Item # 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**

GM Moore reviewed the motivation behind the decision to have a sole source contractor for these services. The District also learned about the need to upgrade the generators in the pump stations after the power outages in Fall 2019, equalizing the standard of equipment, and the long-term benefits to upgrade the last major pump stations.

Director Gaffney asked for clarification about the percentage of the project when compared to the cost of this contract.

**Item # 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**

GM Moore told the Committee about the bid opening process and the low bidder, Trinet Construction, Inc. The Committee discussed future construction management and the engineer's estimate.

**Item # 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)**

The Committee reviewed the ordinance and discussed the recommended reduction for ADU capacity charges. They discussed the feedback from ratepayers, the proposed savings, and the approval from CMSA.

**Item # 11 – Review of February 12, 2020, Agenda Item 14: Discussion and Recommendation for Future Revisions to Adopted Fiscal Year 2019/20 Budget Position Allocations**

The Committee discussed the staffing needs of the District.

**Item # 12 – Review of 12, 2020, Agenda Item 15: Consideration of Adopting Resolution No. 20-1576 Approving Salary and Benefit Schedules for Unrepresented Employees of the District**

AGM Newhouse informed the Committee about the latest information about the District's CERBT trust. The Committee discussed the requirements for unrepresented employees to participate in the enhanced retiree medical benefit.

**Adjourn:** The Committee adjourned the meeting at 12:16 p.m.