



# 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, April 18, 2023 – 11:00 a.m.

2960 Kerner Blvd. San Rafael, 94901 – Crew Room

**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 March 14, 2022, Finance Committee Meeting Notes
4. Review of April 19, 2023, Agenda Item 11.b.: [Accept the March 2023 Monthly Financials](#)
5. Review of April 19, 2023, Agenda Item 11.c.: [Authorize the General Manager to Execute Payment in the Amount of \\$46,725.38 to Peterson Trucks Inc. for Repairs to a District Hydro Jetter \(JT01\)](#)
6. Review of April 19, 2023, Agenda Item 12: [Consideration of Approving an Agreement with Cropper Accountancy Corp to Perform Audit Services for Fiscal Years Ending June 2023, June 2024 and June 2025 for a Total Amount Not to Exceed \\$63,000, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement](#)
7. Review of April 19, 2023, Agenda Item 14: [Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 3 to the Master Services Agreement with Schaaf & Wheeler, Consulting Civil Engineers, for Design and Engineering Services During Construction \(ESDC\) for LS30 Heather Gardens Improvements Project \(#908\) in the Amount of \\$259,711](#)

## **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**

Monday March 14, 2023  
11:00 a.m.

2960 Kerner Blvd., San Rafael, CA

Committee

Members Present: Thomas Gaffney  
Mary Sylla

Committee

Members Absent: None

Board Directors

Present: Michael Boorstein

Staff and

Steve Moore, General Manager  
Consultants Present: Felicia Newhouse, Assistant General Manager  
Paul Bruemmer, Operations and Maintenance Manager  
Corey Spray, Finance Supervisor  
Phil Benedetti, Senior Engineer  
Christina Winnicki, Accountant II  
Justin Seufert, Psomas  
Bryant Sparkman, Century Urban

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 amended the agenda to consider Item 5 next to accommodate present consultants.

**Item # 5 – Review of March 15, 2023, Agenda Item 12: Consideration of Authorizing the General Manager Upon Review and Approval of Counsel to Execute Amendment No. 1 to the Contract for Real Estate Services with Century Urban Not to Exceed \$50,000**

GM Moore introduced this item and introduced the Century Urban team. He reviewed the Larkspur Landing site progress since Century Urban was hired in 2020. Bryant Sparkman reviewed the amendment proposal which includes a nuanced scope of work and goals for the updated contract period.

Director Sylla asked about the contract term and the scope of work, and Mr. Sparkman said the proposal responds to environmental and legislative changes. GM Moore highlighted the item that refines property disposal discussions considering the Surplus Land Act (SLA). The Committee agreed that the property is of such value that the correct action and timing is imperative.

**Item # 7 – Review of March 15, 2023, Agenda Item 14: Consideration of Approving Contract Change Order No. 4 in the Amount Not to Exceed \$104,610 for Additional Work on the FY 22/23 Gravity Sewer Improvements Project (#953) with Glosage Engineering, Inc.**

GM Moore introduced this additional work that could substantially improve Inflow and Infiltration (I&I). Senior Engineer Phil Benedetti noted the contractor and staff found several I&I sources like abandoned sewer laterals, stormwater connections, and rerouted connections. The Town of San Anselmo will slurry the street this summer, so completing the work will be beneficial. President Gaffney noted that there is urgency for this project, and the unit costs are the same as for similar work.

**Item # 6 – Review of March 15, 2023, Agenda Item 13: Consideration of Approving Contract Change Order No. 1 in the Amount Not to Exceed \$106,178 for Additional Work on the PS14, 24, 25 Larkspur Pump Stations Improvements Project (#906) with Pacific Infrastructure Corporation**

GM Moore introduced this item and said this is similar to a balancing change order since the work is already completed. He reviewed the location of the pump stations, the supply chain delays, and the amended building leaks. Senior Engineer Benedetti added this change order totals approximately six percent of the project cost. The Committee discussed items such as variable frequency drives and standardizing across all assets.

**Item # 3 – Approval of February 13, 2023, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for February 13, 2023.

**Item # 4 – Review of March 15, 2023, Agenda Item 7.b.: Accept the February 2023 Monthly Financials**

The Committee reviewed the monthly financial report and President Gaffney noted the debt service expenditure and budget comparison. AGM Newhouse said that language was revised for the capital reserve page based on Committee feedback. They also reviewed line items on the monthly financials like lateral replacement figures, CEPPT investments, and offsite storage costs.

**Adjourn:** The Committee adjourned the meeting at 11:48 a.m.