



# 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

## SPECIAL FINANCE COMMITTEE MEETING AGENDA

Tuesday, April 19, 2022 – 1:00 p.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://us06web.zoom.us/j/87503322148?pwd=UTNYaHlXNmQwZ0o1NkpiQ3JxK1ByUT09>

Call In Phone number: +1 (669) 900-6833

Meeting ID: 875-0332-2148

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 March 15, 2022, Finance Committee Meeting Notes
4. Review of April 20, 2022, Agenda Item 7.c.: [Accept the Interim Financial Statements of February 2022](#)

5. Review of April 20, 2022, Agenda Item 7.e.: [Approve Contract Change Order No. 5 for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project \(#947\), with Ranger Pipelines Incorporated, in the Amount of \\$63,691.96](#)
6. Review of April 20, 2022, Agenda Item 7.f.: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Contract with Primex for the Lift Station Level Controllers Project, \(# 935\) in an Amount Not to Exceed \\$99,842](#)
7. Review of April 20, 2022, Agenda Item 7.g.: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment to Bay City Electric Works in the Amount of \\$95,591.84 for the Purchase of a Towable Kohler Diesel Powered Generator](#)
8. Review of April 20, 2022, Agenda Item 8: [Consideration of Accepting the District's Defined Benefit Pension Plan and OPEB Valuation Reports as of Measurement Date June 30, 2020; and Discussion and Direction on CEPPT and CERBT Investment Strategies](#)
9. Review of April 20, 2022, Agenda Item 9: [Consideration of Authorizing the General Manager to Execute an Amendment to an Approved Consultant Services Agreement with Rosalyn Brandt Design Associates, Related to Project Management for the RVSD Headquarters Consolidation Project](#)
10. Review of April 20, 2022, Agenda Item 11: [Consideration of Authorizing the General Manager to Grant a Temporary Construction Easement on the 2000 Larkspur Landing Circle Property to Pacific Gas & Electric \(PG&E\) for its Electric Transmission Tower Relocation/Replacement Project](#)
11. Review of April 20, 2022, Agenda Item 12.b.: [Press Release: Fitch Revises Ross Valley Sanitary District, CA's Outlook to Positive; Affirms 'AA-' Ratings](#)

## ***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 SPECIAL MEETING NOTES**

Tuesday, March 15, 2022  
2:00 p.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  
Corey Spray, Finance Supervisor

Public Present: None.

**Item # 1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 2:03 p.m.

**Item # 2 - Approval of Agenda**

The Committee approved the agenda from March 15, 2022.

**Item # 3 – Approval of February 15, 2022, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for February 15, 2022.

**Item # 4 - Review of March 16, 2022, Agenda Item 7.c.: Accept the Interim Financial Statements of January 2022**

Finance Supervisor Corey Spray clarified a typographical error located in the financial report, and the Committee accepted that change. They also discussed investment payments, property tax revenue, and President Kelly asked staff about future IT training. The Committee also reviewed specific items on the check register like insurance premiums and staffing costs.

**Item # 5 - Review of March 16, 2022, Agenda Item 8: Consideration of Approving Amendment No. 1 to Task Order No. 5 of Consultant Services Master Services Agreement with Nute Engineering for Engineering Services for Design and During Construction for the PS 14, 24, 25 Larkspur Pump Station Improvements Project (Project #906) in an Amount Not to Exceed \$84,765**

GM Moore introduced this item and reviewed the accrued costs that arose from the project delays. The Committee asked questions regarding this project and the benefits of the chosen contractor.

**Item # 6 - Review of March 16, 2022, Agenda Item 9: Consideration of Approving Amendment No. 1 to Task Order No. 6 of Consultant Services Master Services Agreement with Psomas, Inc. for Construction Management and Inspection Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project # 947) in an Amount Not to Exceed \$76,324.88**

GM Moore introduced the item and described the unforeseen conditions and delays that led to the overages in the project. These affect the cost of construction management outlined in the item. The Committee discussed the final steps and timeline to complete this project.

**Adjourn:** The Committee adjourned the meeting at 2:29 p.m.