



# 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

## SPECIAL FINANCE COMMITTEE MEETING AGENDA

Tuesday, April 21, 2020 – 11:00 a.m.

### MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The call-in information for the Board of Directors and the public is as follows:

Meeting URL: <https://global.gotomeeting.com/join/458849645>

Meeting ID: **458-849-645**

Phone number: **+1 (646) 749-3117**

Any member of the public on the telephone may speak during Public Comment or may email public comments to [jmcentee@rvsd.org](mailto:jmcentee@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 17, 2020, Finance Committee Meeting Notes
4. Review of April 22, 2020, Agenda Item 7.d.: Accept the Interim Financial Statements of February 2020

5. Review of April 22, 2020, Agenda Item 7.e.: Approve Contract Change Order No. 37 in the amount of \$68,070.71 and Contract Change Order No. 38 in the Amount of \$34,548.87 for Additional Work and Unforeseen Site Conditions during Construction of the FY 2016/17 Gravity Sewer Rehabilitation Project, with Ranger Pipelines Incorporated, in the Total Amount of \$102,619.58
6. Review of April 22, 2020, Agenda Item 7.f.: Approve Contract Change Order No. 39 in the amount of \$262,696.52; Adopt Resolution No. 20-1583 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the FY 2016/17 Gravity Sewer Rehabilitation Project, with Ranger Pipelines, Inc. (Project # 932)
7. Review of April 22, 2020, Agenda Item 8: Consideration of Reclassifying Engineering Technician Position to Assistant/Associate Engineer in Fiscal Year 2019/20 Budget Position Allocation and Discuss Recommendations for Fiscal Year 2020/21 Budget Position Allocations
8. Review of April 22, 2020, Agenda Item 9: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 with Psomas, Inc., in the Total Amount of \$329,840, for Construction Management Services for the Laurel Grove Sewer Rehabilitation Project (Project # 949)
9. Review of April 22, 2020, Agenda Item 10: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Consultant Services Agreement with Restoration Design Group, Inc. (RDG) for \$109,507 for Design, Permitting, Grant Application, Regulatory Reporting, and Construction Documentation Services for Ross Creek Sewer Removal Project (Project # 944)
10. Review of April 22, 2020, Agenda Item 11: Review and Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Global Coronavirus Disease 2019 (COVID-19)

### ***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 March 17, 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 11:05 a.m.

**Item # 2 - Approval of Agenda  
Approved**

**Item # 3 – Approval of February 12, 2020, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for February 12, 2020.

**Item # 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**

GM Moore told the Committee that he corresponded with the ratepayers who attended the February Board meeting to confirm that the changes matched with their understanding from the meeting's discussion.

Director Gaffney pointed out minor errors with language in the proposed Ordinance. The Committee also discussed the types of ADUs and the option to route a new lateral to the main.

**Item # 5 - Review of March 18, 2020, Agenda Item 12.b.: Accept the Interim Financial Statements of January 2020**

Director Gaffney suggested amending the budget to account for the true bond total. AGM Newhouse said that staff would edit the budget if there were several things to amend. The Committee also reviewed specific items on the check register and the high number of participants in the lateral grant program.

GM Moore noted the lower amount of capital spending, including less contractor costs and future retention release payments.

**Item # 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**

GM Moore told the Committee that this is one of several notices of completion in this agenda packet. The Board previously approved additional funding for additional and unforeseen work. However, there is ultimately not much difference between the bid cost and final total.

The Committee discussed the benefits of splitting the project into different parts as well as the challenges of the various portions of the project.

**Item # 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)**

Director Gaffney noted that it appears that the Town of Ross also reviewed the project. GM Moore told the Committee that the construction manager worked with the town to take the lead on restoration improvements so they would be done to the residents' satisfaction.

**Item # 8 – Review of March 18, 2020, Agenda Item 12.e.: Approve Contract Change Order No. 8 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**

GM Moore told the Committee that this project was very complicated and having a credit on this project is a surprise. The District was forced to remove several trees along Shady Lane.

This credit works to offset the cost of Item 12.d. which brings the total barely above the bid cost. The Committee recommended Board approval.

**Item # 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.**

GM Moore told the Committee that this is a milestone close out. He told the credit comes out of additional funding that the Board approved at an earlier meeting. There were a number of changes made during the course of construction, delays to the project, and troubleshooting before the station went online.

The Committee discussed the nature of the improvements to the pump station, they largely included modernization measures.

**Item # 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)**

AGM Newhouse told the Committee that this came about due to name change requirements with LAIF after trying to deposit funds. The District has previously passed similar resolutions. This resolution also increases the number of authorized signers for LAIF.

**Item # 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**

GM Moore told the Committee that the plan is to bring a notice of completion for this project at the April meeting. This project includes an astounding amount of work done throughout the District. He also told the Committee that this project spanned two separate capital projects, but GM Moore said that he believes all the costs are legitimate.

Director Gaffney asked for clarification about the nature of the work. GM Moore included different requests of the contractor to document the results of this project in the GIS system to make it easier for field staff to access these plans.

**Item # 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**

AGM Newhouse told the Committee to consider that CalPERS publishes these reports for the District in accordance with these GASB standards. They are presented to the Board in order to make them publicly available.

AGM Newhouse reviewed the presentation included in this item with the Committee to discuss particular figures in the reports regarding the District’s unfunded liabilities. She reminded the Committee of the Board’s commitment to pay down the unfunded liability over the next twelve years. Finance Supervisor Melvin Garcia told the Committee that they ran scenarios that showed it would be funded in several years from the measurement date with the additional funds that the District has directed to paying off this liability.

**Item # 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)**

The Committee agreed that they needed to move forward with the project. Director Gaffney asked for clarification as to who would receive the most hours. GM Moore said that PSOMAS has yet to assign a daily construction manager who would be onsite the whole time. GM Moore and the Committee discussed the rationale for sole source procurement.

**Item # 14 - Review of March 18, 2020, Agenda Item 15: Consideration of Approving Personnel Policy for Employee Award Recognition**

Director Gaffney said that CMSA has this program, and he thought it was a great idea. He asked that staff provide an estimate of how much it would cost. GM Moore credited President Boorstein for bringing the idea forward.

**Item # 15 - Review of March 18, 2020, Agenda Item 16.a.: Ross Valley Sanitary District Scholarship Pilot Program Brochure**

Director Gaffney gave comments on the scholarship program, and he asked how staff plans to get the word out. GM Moore said that Stephen Miksis is involved with Baywork and therefore has contacts with high schools in the District.

**Adjourn:** The Committee adjourned the meeting at 12:30 p.m.