



# 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

## REGULAR FINANCE COMMITTEE MEETING AGENDA Tuesday, May 14, 2019 – 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 April 16, 2019, Finance Committee Meeting Notes
4. Review of May 15, 2019, Agenda Item 10.b.: Accept the Interim Financial Statements of March 2019
5. Review of May 15, 2019, Agenda Item 10.d.: Authorize Staff to Reimburse the City of Larkspur, Town of San Anselmo, and County of Marin for Sewer Frame and Cover Adjustments on Paving Projects in a Total Amount Not to Exceed \$121,900
6. Review of May 15, 2019, Agenda Item 10.e.: Approve Purchase of Manhole and Rod Hole Frame and Covers in the Total Amount Not to Exceed \$60,000
7. Review of May 15, 2019, Agenda Item 11: Consideration of Adopting Resolution No. 19-1557 Approving, Authorizing and Directing Execution of Certain Financing Documents and Directing Certain Related Actions in Connection with a Financing of Up to Thirty-Seven Million Dollars (\$37,000,000) to be Used to Finance Acquisitions and Improvements to the District's Facilities

8. Review of May 15, 2019, Agenda Item 12: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Psomas, in the Total Amount of \$618,500, for Construction Management Services for the FY 2016/17 Gravity Sewer Improvements Project – Butterfield/Meadowcroft-Arroyo (Project # 945)
9. Review of May 15, 2019, Agenda Item 13: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 2016/17 Gravity Sewer Improvements Project – Butterfield/Meadowcroft-Arroyo, with K.J. Woods Construction, Inc., in an Amount Not to Exceed \$5,338,000 (Project # 945)
10. Review of May 15, 2019, Agenda Item 14: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Joint Construction and Hold Harmless Agreement with the Town of San Anselmo, for \$56,810, for Roadway Improvements Facilitating Construction of the FY 2016/17 Gravity Sewer Improvements Project – Butterfield/Meadowcroft-Arroyo in Coordination with the Town of San Anselmo 2019 Pavement Rehabilitation Project Phases 1A and 1B
11. Review of May 15, 2019, Agenda Item 15: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Larkspur Excavation and Remediation Project, 2000 Larkspur Landing Circle, Larkspur, CA, with ERRG Inc., in an Amount Not to Exceed \$8,802,587, and to Approve the CEQA Addendum for the Larkspur Excavation and Remediation Project
12. Review of May 15, 2019, Agenda Item 16: Consideration of Accepting the Draft Fiscal Year (FY) 2019/20 Budget

### ***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, April 16, 2019  
11:00 a.m.

2960 Kerner Blvd.  
San Rafael, CA

Directors Present: Thomas Gaffney  
Doug Kelly

Directors Absent: None

Staff and Steve Moore, General Manager  
Consultants Present: Felicia Newhouse, Assistant General Manager  
Julia McEntee, Clerk of the Board  
Katherine Hayden, Technical Services Manager  
Melvin Garcia, Accounting and Financial Analyst  
Mark Hildebrand, Hildebrand Consulting (via teleconference)  
Ira Summer, GovInvest

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 approved an amended agenda to benefit the present consultant.

**Item # 3 – Review of March 19, 2019, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes from March 19, 2019 with minor grammatical suggestions from President Gaffney.

**Item # 4 – Review of April 4, 2019, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes from April 4, 2019.

**Item # 7 – Review of 17, 2017, Agenda Item 11.: Consideration of Providing Direction for a Pension and Other Post-Employment Benefits (OPEB) Liability Funding Strategy**

Ira Summer introduced the new pension GovInvest module the Finance Committee. He discussed the current status of the pension and OPEB liabilities. He demonstrated the current repayment plan and compared it to the proposed plan. The Committee discussed slightly extending the repayment timeline for each liability to reduce the rate increases.

**Item # 8 – Review of April 17, 2017, Agenda Item 12: Consideration of Accepting the 2019 Sewer Rate Study Draft Report and Directing Staff to Prepare a Proposition 218 Notice of Public Hearing on Proposed Increase in Sewer Service Charges**

The Committee discussed the details of the draft rate report with staff and the consultant. They requested an adjusted rate model be available for the regular Board meeting on April 17.

**Item # 5 – Review of April 17, 2019, Agenda Item 10.d.: Accept the Interim Financial Statements of February 2019**

The Committee discussed the monthly check register. Director Kelly thanked staff for including itemized Board compensation.

**Item # 6 – Review of April 17, 2017, Agenda Item 10.e.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Amendment No. 2 to the Consultant Services Agreement with TRC Companies, Inc. (formerly Vali Cooper & Associates) for the FY 2015/16 Gravity Sewer Improvement Project, for an Additional \$38,720**

The Committee discussed this item, and Katherine Hayden confirmed that this amendment is still within the expected contract amount.

**Item # 9 – Review of April 17, 2017, Agenda Item 14: Consideration of Approval of Contract Change Order No. 17 in the Amount Not to Exceed \$839,294 for Additional Work on Miracle Mile (Miracle Mile Capacity Improvements) and Greenfield Avenue (Spring Grove Realignment) in San Anselmo for the FY 2016/17 Gravity Sewer Rehabilitation Project with Ranger Pipelines Incorporated**

GM Moore introduced this item to the Committee telling them that this is a nimble approach to solve design problems. The Committee discussed the contractor provisions and the expected start date.

**Adjourn:** The Committee adjourned the meeting at 12:44 p.m.